

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

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: TRENTON HOUSING AUTHORITY

PHA Number: NJO05

PHA Fiscal Year Beginning: 01/2002

Public Access to Information

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

- X 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: The Main administrative office of the PHA

PHA Plan Supporting Documents are available for inspection at:
Main business office of the PHA

**5-Year Plan
PHA Fiscal Years 2002 - 2006
[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)

- X The mission of the Trenton Housing Authority is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination to low-income residents of the City of Trenton.

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.

- X PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - X **Reduce public housing vacancies by developing a system to limit unit turnaround time to 30 days or less.**
 - X **Leverage private and/or other public funds to create additional housing opportunities: The Trenton Housing Authority, in partnership with the City of Trenton, Mercer County and other entities, will apply for HOPE IV funding beginning in FY2002. This funding coupled with other funding instruments (e.g. state and federal tax credits) will be used to provide mixed income housing including public, tax credit, and home ownership housing opportunities.**
 - X **Acquire or build units or developments: In addition to the demolition of obsolete public housing units, THA, through HOPE IV funding will seek to expand its inventory through the acquisition and development of scattered site housing contiguous to the public housing site.**

- X PHA Goal: Improve the quality of assisted housing
Objectives:
 - X **Over the past two years, the Trenton Housing Authority has performed poorly on the physical inspection component of the Public**

Housing Assessment System (PHAS). This poor performance was due in part to the age of the developments (DOFA dates ranging from 1940 to 1972), and the Authority's previous strategy of utilizing a disproportionate amount of prior year modernization funding on exterior renovations. Over the next five (5) years, THA will use its Capital funds for major interior and infrastructure renovations on a "worst first" basis. Under the plan, each development will have received substantial rehabilitation over a five (5) year period.

X **Increase customer satisfaction: THA will improve quality and timeliness of maintenance repairs, through a thorough assessment and reassignment of maintenance manpower; implementation of an effective and efficient maintenance supply system; computer tracking of work orders; timely completion of inspection work orders; and follow-up inspections of completed maintenance repairs.**

X Concentrate on efforts to improve specific management functions:

An independent management assessment, ascertaining the position of THA as of March 26, 2001, will be completed in FY2001. The results of this assessment will be used to make the necessary improvements in each management function of the agency.

X **Complete renovation or modernization of 1636 public housing units: This number includes all units in the THA inventory with the exception of the Miller Homes towers (216 units) and Kerney Homes (102 units).**

X **Demolish or dispose of obsolete public housing: An evaluation of the feasibility of completing renovations at the Miller Homes Towers will be completed this fiscal year. Among the options that may result from the evaluation is demolishing of two (2) nine-story family towers consisting of 216 units.**

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

X PHA Goal: Provide an improved living environment
Objectives:

- X **Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:**
- X **Work cooperatively with local law enforcement to improve security at each development site.**
- X **Designate developments or buildings for particular resident groups (elderly, persons with disabilities)**

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households -
Objectives:
 - X Increase the number and percentage of employed persons in assisted families:
 - X **Provide or attract supportive services to improve assistance recipients' employability: Establish cooperative relationships with government (municipal, county, and state) and private social service agencies in the provision of on-site training facilities, and the exchange of information pertinent to the provision of employment opportunities.**

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - X **Other: The Trenton Housing Authority (THA) will continue its practice of providing housing to eligible individuals regardless of race, color, religion national origin, sex, familial status, and disability.**

**Annual PHA Plan
PHA Fiscal Year 2002**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

X **Standard 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.

A new Executive Director was appointed at the Trenton Housing Authority (THA) in March 2001. This appointment followed a 7-month interim management arrangement. After a thorough assessment, management has determined that the primary objective for the year 2002 will be to address the findings of the REAC physical inspection report for fiscal year 2000. The key initiatives, identified in the FY2001 Annual Plan, will be continued to assure that the key management and physical inspection discrepancies are addressed:

1. Organizational restructuring to better utilize personnel and assure accountability.
2. Installation of a comprehensive computer network that adequately addresses all THA management functions.
3. Increased training opportunities for staff to assure familiarity and competency with federal, state, local and Authority policies and procedures.
4. Revision of Capital Fund to more efficiently address identified management and facility related discrepancies.
5. Updating of THA policies and procedures to assure compliance with HUD directives
6. Full utilization of the Resident Services Department to facilitate more comprehensive resident participation in the management process.
7. Improved cooperative relationships with local government, law enforcement, and social agencies to maximize the efficient and prudent utilization of available resources for mission success.

Additionally, the Trenton Housing Authority (THA), in partnership with the City of Trenton, will work to reduce the City's extensive housing need by making existing vacant units and houses throughout the City available for rent or purchase. THA's specific goal will be to expeditiously fill existing vacancies, and complete modernization projects at Lincoln Homes, Wilson Homes, and the three (3) senior developments.

Finally, in an effort to improve the quality of life for public housing residents, THA will establish partnerships with government and private local agencies to assist residents in finding and maintaining suitable employment and other economic development opportunities to enhance self-sufficiency.

Management is confident that the goals and objectives delineated in this annual plan will enable THA to address those concerns that inhibit the provision of safe and decent housing and resident self-development.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- X Admissions Policy for Deconcentration (included in plan)
- X FY 2001 Capital Fund Program Annual Statement (included in plan)

Optional Attachments:

- X PHA Management Organizational Chart
- X FY 2001 Capital Fund Program 5 Year Action Plan
- X Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

X	X check here if included in the public housing A & O Policy	
X	Schedule of flat rents offered at each public housing development X check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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 X check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures 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
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-	Supply	Quality	Access-	Size	Loca-ti
Income <= 30% of AMI	3514	5	5	4	3	2	5
Income >30% but <=50% of AMI	1784	5	5	4	3	2	4
Income >50% but <80% of AMI	991	4	4	3	3	2	4
Elderly	1052	2	2	2	3	1	2
Families with Disabilities	7896	3	4	3	3	2	3
White							
Black	8261*	4	4	4	3	2	5
Hispanic	1940*	4	4	4	3	2	5
Other	35*	3	3	3	2	2	2

* Represents total households at or below 80% AMI. Approximately 36% (6,289) of the aggregate total of those households are considered to have housing needs (based on the expenditure of over 30% of income on housing needs).

What sources of information did the PHA use to conduct this analysis?

X Consolidated Plan of the Jurisdiction/s

Indicate year: 1995

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
Section 8 tenant-based assistance			
X Public Housing			
Combined Section 8 and Public Housing			
Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2271		98
Extremely low income <=30% AMI	1574	69	
Very low income (>30% but <=50% AMI)	410	18	
Low income (>50% but <80% AMI)	287	13	
Families with children	2238	99	
Elderly families	33	1	
Families with Disabilities	426	19	
White	31	1	
Black	2228	98	
Other	12	.5	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	79	3	7
1BR	283	12	28
2 BR	1016	45	32
3 BR	802	35	28
4 BR	89	4	3
5 BR	2	0	0
5+ BR	0	0	N/A

<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>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</p>

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: Bring the Miller Homes development on line within 6-months.
- Seek replacement of public housing units lost to the inventory through mixed finance development

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

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

Select all that apply

- Other: Explore the leveraging of Capital Funds to finance the procurement and renovation of scattered site vacant housing in the municipality of Trenton, N.J.

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

- Adopt rent policies to support and encourage work

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

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

Select all that apply

- X Employ admissions preferences aimed at families who are working
- X Adopt rent policies to support and encourage work

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing

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

(2) Reasons for Selecting Strategies

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

- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing
- X Extent to which particular housing needs are met by other organizations in the community
- X Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- X Influence of the housing market on PHA programs
- X Community priorities regarding housing assistance

- X Results of consultation with local or state government
 - X Results of consultation with residents and the Resident Advisory Board
 - X Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year.

Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2001 grants)		
a) Public Housing Operating Fund	\$5,983,000	
b) Public Housing Capital Fund	\$3,795,463	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	\$0 Status of Program Uncertain	
g) Resident Opportunity and Self-Sufficiency Grants	\$66,300	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
PHDEP '2001	\$477,624	Security and Drug

		Prevention Program
CGP '99	\$1,758,385	Modernization, Management Improvements
Capital Fund 2000	\$3,517,958	Modernization, Management Improvements
Capital Fund 2001	\$4,566,315	
3. Public Housing Dwelling Rental Income		
Based on Est. 2000 Income	\$4,460,000	Operations
4. Other income (list below)		
Excess Utilities	\$110,500	Operations
Interest	\$200,000	Operations
Miscellaneous (Commissions)	\$ 25,000	Operations
4. Non-federal sources (list below)		
Total Resources	\$24,894,545	

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)

X **When families are within a certain number of being offered a unit: 1 to 50**

- X Other: **General eligibility is verified upon receipt of application (e.g. income, family composition, police reports, character reference letters).**
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- X **Criminal or Drug-related activity**
- X **Rental history**
- X **Housekeeping**
- c. X Yes No: **Does the PHA request criminal records from local law enforcement agencies for screening purposes?**
- d. Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes X No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- X **Community-wide list**
- b. Where may interested persons apply for admission to public housing?
- X Other: **Admissions and Continued Occupancy Office**
- 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? None
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? (depending on eligibility)**

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists?

Admissions and Continued Occupancy Office
875 New Willow St.
Trenton, NJ 08638

(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? **Two**
- b. **X Yes** No: Is this policy consistent across all waiting list types?

(4) Admissions Preferences

- a. Income targeting:
Yes **X** No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- X Emergencies**
 - X Overhoused**
 - X Underhoused**
 - X Medical justification**
 - X Administrative reasons determined by the PHA (e.g., to permit modernization work)**
- c. Preferences
1. **X Yes** No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

X Substandard housing

Other preferences: (select below)

- X Working families and those unable to work because of age or disability
- X Veterans and veterans' families
- X Residents who live and/or work in the jurisdiction
- X Those enrolled currently in educational, training, or upward mobility programs
- X Those previously enrolled in educational, training, or upward mobility programs
- X Victims of reprisals or hate crimes

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.

4 Date and Time

Former Federal preferences:

N/A Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

3 Substandard housing

N/A Homelessness

N/A High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 2 Those enrolled currently in educational, training, or upward mobility programs

4. Relationship of preferences to income targeting requirements:

- X 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)

X **The PHA-resident lease**

X **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)

X **At an annual reexamination and lease renewal**

X **Any time family composition changes**

X **At family request for revision**

X **When required to relocate as a result of modernization/demolition.**

X **When returning to a site following modernization/development.**

(6) Deconcentration and Income Mixing

a. X 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. X Yes: 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?

If the answer to b was yes, how would you describe these changes?

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

If selected, list targeted developments below:

Lincoln Homes Donnelly Homes Prospect Village
Kerney Homes Campbell Homes Wilson Homes Page
Homes Haverstick Homes Miller Homes

X Employing new admission preferences at targeted developments

If selected, list targeted developments below: Same as above.

**TRENTON HOUSING AUTHORITY
DECONCENTRATION POLICY**

In Accordance with Section 513 of the Quality Housing and Work Responsibility Act of 1998, the Trenton Housing Authority will make every effort to provide for deconcentration of poverty and income-mixing by maintaining a balanced income mix on all of its family sites.

The housing authority may offer incentives to eligible families that would help accomplish this goal. Skipping of a family on the waiting list specifically to reach another family with a lower or higher income will be done as required to meet this goal.

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)

 Actions to improve the marketability of certain developments.

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:

Campbell Homes	Kerney Homes	Wilson Homes
Page Homes	Donnelly Homes	

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:

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)

- X 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))

b. Minimum Rent

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

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

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

c. Ceiling rents

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

- X 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)

X For all developments

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

Market comparability study

Fair market rents (FMR)

95th percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy (family) developments

Operating costs plus debt service

The "rental value" of the unit

Other (list below)

f. Rent re-determinations:

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

Never

At family option

Any time the family experiences an income increase

X Any time a family experiences an income increase above a threshold amount or percentage: monthly increase of \$40 or more per month.

Other (list below)

g. Yes X 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

- X Survey of similar unassisted units in the neighborhood
Other (list/describe below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

Under the supervision of the Board of Commissioners, the Executive Director manages the THA through the following organizational structure:

Administration:

Executive Director

Deputy Executive Director

Director of Housing Operations

Principle Site Managers (4)

Assistant Managers

Site Maintenance Personnel

Central Maintenance

Admissions and Continued Occupancy

Director of Resident Services

Director of Administrative Services

Human Resources

Risk Management

Accounting & Finance:

Director of Procurement and Contracts _

Director of Modernization

Legal Services

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1592	96
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	0	Future funding of PHDEP uncertain
Other Federal Programs(list individually)		
ROSS: Senior Service Coordinator	411	36

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) THA Preventive Maintenance Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$0
3	1408 Management Improvements	\$526,220
4	1410 Administration	\$376,776
5	1411 Audit	\$9000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$336,017
8	1440 Site Acquisition	
9	1450 Site Improvement	\$100,000
10	1460 Dwelling Structures	\$3,102,552
11	1465.1 Dwelling Equipment-Nonexpendable	\$85,750
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	\$30,000
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)	\$4,566,315
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	

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA- WIDE			
Management Needs	Modernization Mechanics (3)	1408	\$98,675.00
	Construction Managers (2)	1408	\$92,755.00
	Interns (2)	1408	\$49,920.00
	Fringe Benefits	1408	\$53,600.00
	Resident Development Training	1408	\$10,000.00
	Staff Training	1408	\$65,000.00
	Police Security Guards	1408	\$156,270.00

		Total	\$526,220.00
HA- WIDE			
Administrative Needs	Director of Modernization	1410	\$66,950.00
	Modernization Accountant	1410	\$51,500.00
	Administrative Assistant	1410	\$41,200.00
	Wage Rate Compliance Officer	1410	\$27,300.00
	Allocation: Executive Director @ 25%	1410	\$32,188.00
	Allocation: Dep. Executive Director @ 20%	1410	\$15,450.00
	Allocation: Purchasing Agent @ 25%	1410	\$14,162.00
	Allocation: Chief Accountant @ 25%	1410	\$18,540.00
	Allocation: Payroll Clerk @ 25%	1410	\$ 9,879.00
	Fringe Benefits @ 28%	1410	\$77,607.00
	Telephone	1410	\$12,000.00
	Sundry	1410	\$5,000.00
	Travel	1410	\$2,000.00
	Publication	1410	\$3,000.00
		Total	\$376,776.00
	Audit Cost	1411	\$9,000.00
HA- Wide	Extermination	1430	\$16,017.00
	A&E Cost	1430	\$200,000.00
		Total	\$216,017.00
HA- WIDE	Site Improvements	1450	\$100,000.00
HA- WIDE	Unit Renovations	1460	\$351,700.00
HA- WIDE	Heating, Sewer, and Gas Lines	1460	\$370,852.00
		Total	\$822,552.00
HA-WIDE	Dwelling Equipment	1465	\$85,750.00
HA- WIDE	Computer Replacement	1475	\$30,000.00
NJ005001/Lincoln	Project Restoration	1460	\$2,500,000.00
	Total Amount of Annual Grant		\$4,566,315.00

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-OR-

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
	PHA wide --Physical Needs		
Description of Needed Physical Improvements or Management Improvements			Planned Start Date (HA Fiscal Year)
A & E Fees			2002-2006
Project Restoration (Lincoln Homes)			
Bathroom Renovations (Donnelly Homes)			
Bathroom Renovations (Campbell Homes)			
Kitchen Renovations (Campbell Homes)			
Bathroom Renovations (Wilson Homes – 192 Units)			
Kitchen Renovations (Wilson Homes – 192 Units)			
Bathroom Renovations (Page Homes)			
Kitchen Renovations (Page Homes)			
Computer Equipment			
Dwelling Equipment - Non Expendable			
Unit Renovations			
Extermination			
Roof Replacement/Repair			
Site Improvements			
Sewer, Heating and Gas Lines			
Windows Replacement			
Non-Dwelling Equipment - Automobile			
Total estimated cost over next 5 years			

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant	% Vacancies in Development

	Units	
	PHA wide -- Management & Administration Needs	
Description of Needed Physical Improvements and/or Management & Administrative Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Mod Mechanics (3)	\$523,875	2002-2006
Construction Managers (2)	\$492,452	
Interns (2)	\$249,600	
Fringe Benefits	\$284,571	
Resident Development Training	\$39,900	
Police/Security Guards	\$1,604,945	
Staff Training	\$367,000	
Maintenance Training		
Hazardous Training		
Director of Modernization	\$355,447	
Modernization Accountant	\$273,420	
Administrative Assistant	\$218,736	
Wage rate Compliance Officer	\$144,939	
Allocation: Executive Director @ 25%	\$170,888	
Allocation: Dep. Executive Director @ 20%	\$82,027	
Allocation: Purchasing Agent @ 25%	\$75,191	
Allocation: Chief Accountant @ 25%	\$98,431	
Allocation: Payroll Clerk @ 25%	\$52,448	
Fringe Benefits/Taxes @ 28%	\$412,028	
Telephone	\$60,000	
Sundry	\$25,000	
Travel	\$10,000	
Publications	\$15,000	
Total estimated cost over next 5 years	\$5,519,898	

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

- X 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: Pending resident approval, THA will investigate the feasibility of revitalizing Kerney Homes.

- 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. X 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: Contingent upon the results of a property assessment, two (2) Miller Homes towers, consisting of 216 units may be recommended for demolition.

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

Demolition/Disposition Activity Description	
1a. Development name:	Miller Homes
1b. Development (project) number:	NJ010
2. Activity type:	Demolition Disposition
3. Application status (select one)	Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY)
5. Number of units affected:	216
6. Coverage of action (select one)	Part of the development 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 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.)

1. Activity Description: The J. Conner French Towers is presently designated for the elderly and the disabled. THA proposes to designate the development for seniors only.

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

Designation of Public Housing Activity Description	
1a. Development name:	J. Conner French Towers
1b. Development (project) number:	NJ012
2. Designation type:	<input type="checkbox"/> 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
3. Application status (select one)	<input type="checkbox"/> Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission:	(DD/MM/YY)
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected:	151
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development

Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)
2. Activity Description:
Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description	
1a. Development name:	Miller Homes
1b. Development (project) number:	NJ00510
2. What is the status of the required assessment?	Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes 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)	Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

Units addressed in a pending or approved demolition application (date submitted or approved:)

Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes X No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a

streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description: NOT APPLICABLE

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

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 X 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)?

A cooperative agreement between THA and the Mercer County Board of Social Services (TANF agency) is pending. An agreement is expected to be in place in January 2002. This agreement will include a jointly administered Welfare-to-Work program.

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

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

- X Client referrals
- X Information sharing regarding mutual clients (for rent determinations and otherwise)
- X Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs

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)

- X Public housing rent determination policies
- X Public housing admissions policies
- X Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

b. Economic and Social self-sufficiency programs

Yes 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.)

NOTE: THA is presently coordinating a cooperative agreement with several local social service agencies to implement a viable self-sufficiency program for its residents. Implementation of the coalition is expected

in January 2001.

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: 10/01/01)
Public Housing	140	40
Section 8		

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: The Trenton Housing Authority has only recently initiated a formal FSS program.

Components of the program include:

1. Initiation of apprenticeship program with trade unions in coordination with the Mercer County Board of Social Services
2. Full implementation of Section 3 provisions of the 24 CFR 135.
3. Initiation of advocacy, counseling, and resident training through THA's Department of Resident Services.

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)

- X 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.

- X Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - X Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- X High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- X High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- X Residents fearful for their safety and/or the safety of their children
Observed lower-level crime, vandalism and/or graffiti
- X 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
- X Analysis of crime statistics over time for crimes committed "in and around" public housing authority
Analysis of cost trends over time for repair of vandalism and removal of graffiti
- X Resident reports
- X PHA employee reports
- X Police reports

- X Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
Other (describe below)

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

Kerney Homes, Campbell Homes, Wilson Homes, Donnelly Homes, Page Homes

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

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

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

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

All THA developments have been affected by Environmental Design and Security Guard/Police initiatives. Youth programs are targeted specifically for the nine (9) family developments.

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence): The Trenton Police Department's Pro-Active Unit is actively investigating drug sales and use in targeted developments.
Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services

Other activities (list below)

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

All THA developments are affected by the coordination activities between the police and THA.

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.

X Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes X No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes X No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

The following Pet Policy is proposed for adaption at the Trenton Housing Authority:

PET POLICY

**TRENTON HOUSING AUTHORITY
RESIDENTIAL PET POLICIES AND PROCEDURES**

Pursuant to the to the Quality Housing and Work Responsibility Act of 1998, the Trenton Housing Authority must allow tenants of general occupancy housing to keep common household pets, subject to reasonable regulations and fees. The following represents this pet policy, which is incorporated by reference into the dwelling lease and the Admissions and Continuing Occupancy Policy. The policies and procedures are in conformance with the federal mandate to provide a decent, safe and sanitary living environment for tenants of the Trenton Housing Authority.

I Registration

Residents must provide all documentation required by this policy and execute a Residential Pet Agreement. All pets must be approved in advance and registered before they are brought onto the premises.

Initial registrations are valid up to and until the time of annual recertification. Pet registrations shall be renewed every year at the time of the resident's recertification. Prior to being approved for renewal, the resident must provide any updated documentation required by this policy.

Pets subject to registration: Dogs, Cats

Required Documentation:

1. Current license from the City of Trenton: Dogs only.
2. Certificate signed by licensed veterinarian stating that pet has received all recommended inoculations and that the pet is free of pests and communicable disease.
3. Proof that the pet has been spayed or neutered.
4. Execution of a Pet Agreement stating that tenant acknowledges complete responsibility for the care, cleaning and confinement of the pet and agrees to comply with all THA policies and procedures.

Registration may be denied under the following circumstances:

1. The pet owner fails to provide or to update all of the aforementioned documents.
2. The THA determines that the tenant is unable to keep the pet in compliance with pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in making this determination.

THA reserves the right to consult with local animal control officials, animal behaviorists, veterinarians or other animal experts in its decision-making.

In the event THA denies an initial registration or renewal, a written notification will be sent to the tenant and may be combined with notice of a pet violation. Denial of registration constitutes an "adverse action" subject to the THA grievance procedure.

II. General Requirements

- Dogs
1. Maximum Number: 1
 2. Must be spayed or neutered by 6 months of age
 3. Must have all required inoculations
 4. Must be licensed by the City of Trenton

- Cats
1. Maximum Number: 1
 2. Must be spayed or neutered by 6 months of age
 3. Must have all required inoculations

III. Prohibited Pets

Any animal adjudicated under N.J.S.A. 4:19-17 et seq. as "vicious" or "potentially dangerous" is prohibited.

While this Pet Policy provides for registration only of dogs and cats, the THA will permit residents to keep other common household pets subject to compliance with applicable federal, state and local laws and regulations, and the reasonable requirements of the THA.

IV. Pets Temporarily on Premises

Pets not registered by the tenant are not allowed on the premises with the exception of assistance animals.

Any tenant who harbors or feeds a stray animal will be held responsible for registering that animal with THA.

V. Prohibited Areas

Pets shall be maintained within the dwelling unit. When outside of the unit – corridors, courtyards or on the grounds – dogs and cats shall be kept on a leash and in the control of the owner or alternative caregiver at all times. Animals may not run loose on THA property. Pets are not allowed in THA offices, community centers, maintenance shops, laundry rooms or other indoor common areas.

Pets may not be tethered or chained to fences or poles; nor may a resident keep a dog house outside of their dwelling units.

VI. Fees and Deposits

THA shall charge a one-time nonrefundable pet registration fee of \$10.00. This fee covers general administration of the pet policy and operating costs to the THA relating to the presence of pets.

For each registered dog or cat, THA shall charge a refundable security deposit of \$100.00, which will be applied to cover specific damages to the unit in which the dog or cat has been kept and other pet-related damage, which may include the cost of the following:

1. Cleaning and related waste removal;
2. The cost of repairs and replacements to the dwelling unit;
3. Fumigation of the dwelling unit.

The resident will be billed for any costs that exceed the pet deposit. The deposit will be maintained in the same manner as a rental security deposit and the unused portion will be refunded upon move out or when the resident no longer keeps a pet.

VII. Noise / Odors

Pet owners must agree to control their pets so that they do not become a nuisance to other residents or disturb the peaceful enjoyment of their dwellings and surrounding premises. This rule applies, but is not limited to, loud and / or continuous barking, howling, whining, scratching, and running.

The resident shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

VIII. Bites

Residents will be held responsible for any bites inflicted by their pets upon residents, visitors, THA employees and others on THA property. THA will report bites to the appropriate animal control agency.

IX. Litter Box Requirements

1. All animal waste and litter from litter boxes shall be placed in a sealed plastic bag and disposed of in THA trash bins.
2. Litter must not be flushed down toilets or poured down sinks.
3. Litter boxes must be kept inside the dwelling unit at all times, not in corridors or stairways.

X. Pet Care / Alternate Caregivers

Residents shall be responsible for adequate care, nutrition, exercise and veterinary attention for the pet.

At the time of registration, resident must designate two adults (alternate caregivers) who will be responsible for pet care in the event of resident's death, serious illness or incapacity. THA reserves the right to contact one or both of these alternate caregivers should the need arise.

If the resident is unwilling or unable to care for the pet, or if the THA, after reasonable efforts, cannot contact the resident or alternate caregiver, THA may contact the appropriate animal control agency and request removal of the pet from the premises.

XI. Violations

If a determination is made on objective facts supported by written statement, that a resident has violated the Pet Policy, written notice will be served upon the owner.

The notice will contain a brief statement of facts and the rule that was violated. The notice will also state:

1. That the resident has three (3) days from the effective date of the service of notice to either correct the violation or make written request for a meeting with THA management.
2. That the resident is entitled to be accompanied by another person of his choice at the meeting;
3. That the resident's failure to correct the violation, request a meeting, or appear at a requested meeting may result in removal of the pet or potential eviction.

If a resident requests a meeting with management within the three day period, the meeting will be scheduled no later than five (5) calendar days after the effective date of the notice, unless the resident and THA mutually agree to a later date.

XII. Notice for Pet Removal

If the resident and THA are unable to resolve the problem at the meeting or the resident fails to correct the violation in the allotted time, the THA may serve notice for pet removal.

The notice shall contain the following:

1. A brief statement of the factual basis for the THA's determination that the Pet Policy has been violated;
2. The requirement that the resident must remove the pet within forty-eight (48) hours of the notice;
3. A statement that failure to remove the pet may result in eviction.

XIII. Termination of Tenancy

The PHA may initiate procedures for termination of tenancy (eviction) based on a Pet Policy violation if:

1. The pet owner has failed to remove the pet or correct a violation after notice has been served; and
2. The violation is of such a nature to represent a material breach of the dwelling lease, including, but not limited to prohibitions against nuisances, excessive damage and failure to adhere to rules and regulations.

XIV. Compliance with State and Local Laws

Residents shall obey all relevant state and local laws regarding public health and the care and maintenance of pets, including, but not limited to "pooper scooper", leash laws, inoculations, anti-cruelty and abandonment.

XV. Emergencies

The THA reserves the right to immediately contact the appropriate animal control agency for removal of pets that become vicious, display symptoms of severe illness or demonstrate behavior that constitutes an immediate threat to the health and safety of others.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. 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

A. Resident Advisory Board Recommendations

1. X 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)

X Provided below:

1. The Resident Advisory Board gave unanimous consent to the proposed 5-Year and Annual Plan as proposed. All members voiced particular gratification with the thorough presentation of the Plan at the Public Hearing held on August 29, 2001. There were no substantive changes to the Plan recommended by the Board.

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

X Considered comments, but determined that no changes to the PHA Plan were necessary. All physical need concerns are scheduled for completion in Capital Fund 5-year plan.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

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

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

3. Description of Resident Election Process

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

X Other: Solicitation for representation initiated by municipal city council.
Interested parties submitted applications to council for consideration.
Applications were reviewed, interviews were conducted, and selection(s) made by council.

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

X 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)

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: Trenton, New Jersey

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

X The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

X Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

THA will work in partnership with the City of Trenton to maximize housing opportunities for city residents through filling of vacancies, completion of modernization activities, and the submission of a HOPE VI application.

Other: (list below)

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

Full support and cooperation from the Mayor, City Council and administrative department heads in achieving aforementioned objectives.

D. Other Information Required by HUD

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

Attachments

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