

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

---

# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 10/01/02 - 9/30/03

**NOTE: THIS PHA PLAN TEMPLATE (HUD 500 75) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHAName:** MillvilleHousingAuthority

**PHANumber:** NJ061

**PHAFiscalYearBeginning:(mm/yyyy)** 10/2002

**Public Access to Information**

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

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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
[24CFRPart903.5]

**A.Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here) Mission statement is at filename NJ061m01

**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 space to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach effort to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistancerecipients' employability:

- Provide or attract support services to increase independence for the elderly or families with disabilities.
- Other: (list below)  
Continue FSS on a voluntary basis

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

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

**Other PHA Goals and Objectives: (list below)**

- To manage and operate all properties in a safe, timely and cost effective manner in order to maximize the quality of life of our residents
- To provide the appropriate services to (1) assist families transition from dependence to independence in the shortest period of time, (2) deter premature institutionalization of our senior population and (3) be more of a viable participant in the community to foster self-sufficiency for the disabled.
- To pursue property acquisitions and development in conjunction with the community targeted at designated revitalization areas emphasizing homeownership. The agency will secondarily pursue other mixed income rental opportunities.
- To identify affordable housing needs with the city and cooperate with other city agencies to develop strategies to promote and expand those needs.
- To pursue and secure alternative income sources to ensure the ongoing operation and self-sufficiency of our authority
- To provide a safe, secure atmosphere for employees that (1) provides opportunities for advancement; (2) encourages employee suggestions and input in decision making; and (3) encourages employment opportunities for community residents

**ANALYSIS OF PROGRESS:**  
**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**  
[24CFR Part 903.5]

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
  - Apply for additional rental vouchers: Done 179 under lease
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments – In progress
  - Other (list below)
  
- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHA Score) Upto 94
  - Improve voucher management: (SEMA Score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units: All capital funds obligated and expended within 12 months
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
  
- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs: Plan read to be submitted to HUD under 5(h) and ROSS
  - Implement public housing site -based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

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

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - Increase the number and percentage of employed persons in assisted families:
  - Provide or attract supportive services to improve assistance recipients' employability: Accomplished
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities. Accomplished
  - Other: (list below)  
Continue FSS on voluntary basis – Done FSS Coordinator Grant approved

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

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

Other:(listbelow)

**OtherPHAGoalsandObjectives:(listbelow)**

-Tomanageandoperateallpropertiesinasafe,timelyandcosteffectivemannerinorder tomaximizethequalityoflifeofourresidents

**ONGOING**

- Toprovideth eappropriateservicesto(1)assistfamiliestransitionfromdependenceto independenceintheshortestperiodoftime,(2)deterpremiereinstitutionalizationofour seniorpopulationand(3)bemoreofaviableparticipantinthecommunitytofostersel f- sufficiencyforthedisabled.

**RESIDENTSERVICESGRANTOBTAINED**

-Topursuepropertyacquisitionsanddevelopmentinconjuctionwiththecommunity targetedatdesignatedrevitalizationareasemphasizinghomeownership.Theagencywill secondarilypursue othermixedincomerentalopportunities.

**HOMEOWNERSHIPPROGRAMINDESIGNSTAGE**

-Toidentifyaffordablehousingneedswiththecityandcooperatewithothercity agenciestodevelopstrategiestopromoteandexpandthoseneeds.

**INPROGRESS**

-Topursue andsecurealternativeincomesourcestoensuretheongoingoperationand self-sufficiencyofourauthority

**INPROGRESS**

-Toprovideasafe,secureatmosphereforyouremployees(1)providesopportunitiesfor advancement;(2)encouragesemployeesuggestionsandinputindecisionmaking;and (3)encouragesemploymentopportunitiesforcommunityresidents -INPROGRESS

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

**StandardPlan(submittedatouroptioneventhoughwearehigh performingPHA)**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**

**TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypolicies thePHAhasincludedintheAnnualPlan.

**iii. AnnualPlanTableofContents**

[24CFRPart903.79(r)]

ProvideatableofcontentsfortheAnnualPlan ,includingattachments,andalistofsupporting documentsavailableforpublicinspection .

**TableofContents**

**AnnualPlan**

- i. ExecutiveSummary
- ii. TableofContents
  - 1. HousingNeeds -(atendoftemplate) **AttachmentA(SC8waitlisttable)**
  - 2. FinancialResources
  - 3. PoliciesonEligibility,SelectionandAdmissions **-DeconcentrationPlanisat  
FilenameNJ061a01**
  - 4. RentDeterminationPolicies
  - 5. OperationsandManagementPolicies
  - 6. GrievanceProcedures
  - 7. CapitalImprovementNeeds **-AnnualStatement -FilenameNJ061d01  
PerformanceReport -FilenameNJ061b01**
  - 8. DemolitionandDisposition
  - 9. DesignationofHousing

10. ConversionsofPublic Housing
11. Homeownership
12. CommunityServicePrograms
13. CrimeandSafety
14. Pets(InactiveforJanuary1PHAs)
15. CivilRightsCertifications(includedwithPHAPlanCertifications)
16. Audit
17. AssetManagement
18. OtherInformation

**Attachments**

Indicatewhichattachmentsare providedbyselectingallthatapply.Providetheattachment’sname(A, B,etc.)inthespacetotheleftofthenameoftheattachment.Note:Iftheattachmentisprovidedasa **SEPARATE**files submissionfromthePHAPlansfile,providethefilenamein parenthesesinthespace totherightofthetitle.

**Required Attachments:**

- AdmissionsPolicyforDeconcentration
- FY2000CapitalFundProgramAnnualStatement
- Mostrecentboard -approvedoperatingbudget(RequiredAttachmentforPHAs thataretroubledoratriskofbeingdesignatedtroubledONLY)

**Optional Attachments:**

- PHAManagementOrganizationalChart
- FY2000CapitalFundProgram5YearActionPlan
- PublicHousingDrugEliminationProgram(PHDEP)Plan
- CommentsofResidentAdvisoryBoardorBoards(mustbeattachedifnot includedinPHAPlantext) **FilenameNJ061p01**
- Other(Listbelow,providingeachattachmen tname)

**Supporting Documents Available for Review**

Indicatewhichdocumentsareavailableforpublicreviewbyplacingamarkinthe“Applicable&On Display”columnintheappropriaterows.Alllisteddocumentsmustbeondisplayifapplicabletothe programactivitiesconductedbythePHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHAPlanCertificationsofCompliancewiththePHAPlans andRelatedRegulations	5Yearand AnnualPlans
X	State/LocalGovernmentCertificationofConsistencywith theConsolidatedPlan	5YearandAnnualPlans
X	FairHousingDocumentation: RecordsreflectingthatthePHAhasexamineditsprograms orproposedprograms,identifiedanyimpedi mentstofair housingchoiceinthoseprograms,addressedoris addressingthoseimpedimentsinareasonablefashioninview oftheresourcesavailable,andworkedorisworkingwith	5YearandAnnualPlans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	local jurisdictionstoimplementanyofthejurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA Board certification of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD -approved Capital Fund/Comprehensive Grant	Annual Plan: Capital Needs

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

## **1. Statement of Housing Needs**

[24 CFR Part 903.79(a)]

**A.HousingNeedsof FamiliesintheJurisdiction/sServedbythePHA**

BasedupontheinformationcontainedintheConsolidatedPlan/sapplicabletothejurisdiction,and/or otherdataavailabletothePHA,provideastatementofthehousingneedsinthejurisdictionby completingthefollowingtable.Inthe“Overall”Needscolumn,providetheestimatednumberofrenter familiesthathavehousingneeds.Fortheremainingcharacteristics,ratetheimpactofthatfactoronthe housingneedsforeachfamilytype,from1to5,with1being“noimpact”and5being“severeimpact.” UseN/AtoindicatethatnoinformationisavailableuponwhichthePHAcannmakethisassessment.

HousingNeedsofFamiliesintheJurisdiction byFamilyType							
FamilyType	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income<=30% ofAMI	27.5%	5	2	2	N/A	N/A	2
Income>30%but <=50%ofAMI	40.6%	5	3	2	N/A	N/A	2
Income>50%but <80%ofAMI	31.9%	1	2	2	N/A	N/A	2
Elderly	25,992 (13%)	5	2	2	N/A	N/A	2
Familieswith Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	2
Race/Ethnicity	8.4	5	2	2	N/A	N/A	2
Race/Ethnicity	83.8	3	2	2	N/A	N/A	2
Race/Ethnicity	7.7	4	2	2	N/A	N/A	2
Race/Ethnicity	.10	4	2	2	N/A	N/A	2

WhatsourcesofinformationdidthePHAusetoconductthisanalysis?(Checkall that apply;allmaterials mustbemadeforpublicinspection.)

- ConsolidatedPlanoftheJurisdiction/s  
Indicateyear:2002
- U.S.Censusdata:theComprehensiveHousingAffordabilityStrategy  
 (“CHAS”)dataset
- AmericanHousingSurveydata  
Indicateyear:
- Otherhousingmarketstudy  
Indicateyear:
- Othersources:(listandindicateyearofinformation)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site - Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	235		85
Extremely low income <= 30% AMI	176	75%	
Very low income (> 30% but <= 50% AMI)	47	20%	
Low income (> 50% but < 80% AMI)	12	5%	
Families with children	78	32%	
Elderly families	62	27%	
Families with Disabilities	95	41%	
Race/ethnicity-white	125	54%	
Race/ethnicity-black	75	32%	
Race/ethnicity-Hisp.	35	14%	
Race/ethnicity-Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	157	65%	70%
2BR	38	17%	20%
3BR	35	15%	9%
4BR	5	3%	1%
5BR	0	0	0

Housing Needs of Families on the Waiting List			
5+BR	0	0	0
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 6			
Does the PHA expect to re-open the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families on the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – Elderly & Disabled list is separate and open			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

##### **Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	1,298,521	PH Operations
b) Public Housing Capital Fund	733,649	PH Capital Improv.
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,142,852	Section 8 Tenant Based Assistance
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	102,003	PH Supportive services
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)	0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	1,288,299	PH Operations
<b>4. Other income (list below)</b>		
Excess Utilities	15,303	PH Operations
Non Dwelling Rental/Interest/Other	37,000	PH Operations
<b>4. Non -federal sources (list below)</b>		
Congregate Housing Services	66,000	PH Supportive Service
Social Service Block Grant	52,434	PH Supportive Service
Peer	30,000	PH Supportive Service
<b>Total resources</b>	<b>4,766,061</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24CFR Part 903.79(c)]

#### **A. Public Housing**

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

#### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

**\*We utilize an outside service which provides data**

**(2) Waiting List Organization**

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

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

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

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

c. If the PHA plan 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**

**DOES NOT PLANTO**

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admission 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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

- Criminal or drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

\*MHA UTILIZES A SERVICE COMPANY THAT PERFORMS THE CHECKING

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

- Criminal or drug -related activity
- Other (describe below)

### (2) Waiting List Organization

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

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

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

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“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 points system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training, orupwardmobility programs
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)(listbelow)

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

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

5.IfthePHAplanstoemploypreferencesfor“residentstwholiveand/orworkinthe jurisdiction”(selectone)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6.Relationshipofpreferencesto incometargeting requirements:(selectone)

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

### **(5)SpecialPurposeSection8AssistancePrograms**

a.Inwhichdocumentsorotherreferencematerialsarethepoliciesgoverning eligibility,selection,andadmissionstoanyspecial -purpose section8 program administeredbythePHAcontained?(selectallthatapply)

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

b. HowdoesthePHAannouncetheavailabilityofanyspecial -purpose section8 programstothe public?

- Through published notices
- Other (list below)

## **4.PHARentDeterminationPolicies**

[24CFR Part 903.79(d)]

### **A.PublicHousing**

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

### **(1)IncomeBasedRentPolicies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

### b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent -setting policy)  
If yes, state amount/s and circumstances below:

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent redeterminations:

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
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \_\_\_\_\_
- Other (list below)

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

**(2) Flat Rents**

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

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

**B. Section 8 Tenant -Based Assistance**

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

**(1) Payment Standards**

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24CFR Part 903.79(e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	509	80
Section 8 Vouchers	159	15
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)	100	15
Other Federal Programs (list individually)		
EDSS	280	22
FSS	25	5

### **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

publichousing,includingadescriptionofany measuresnecessaryforthe preventionoreradicationof pestinfestation(whichincludescockroachinfestation)andthepoliciesgoverningSection8 management.

(1) PublicHousingMaintenanceandManagement:(listbelow) -  
MHAMAINTEANCEPLAN

(2) Section8Management:(listbelow) -SECTION8  
ADMINISTRATIVE  
PLAN

## 6. PHA Grievance Procedures

[24CFRPart903.79(f)]

Exemptionsfromcomponent6:HighperformingPHAsarenotrequiredto completecomponent6.  
Section8 -OnlyPHAsareexemptfromsub -component6A.

### A. PublicHousing

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

If yes, list addition to federal requirements below:

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

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

### B. Section 8 Tenant -Based Assistance

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

If yes, list addition to federal requirements below:

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

- PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

[24CFR Part 903.79(g)]

Exemptions from Component 7: Section 80 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-

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

#### **(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 CF P optional 5 Year Action Plan from the Table Library and insert here)

## **B. HOPEVI and Public Housing Development and Replacement Activities (Non -Capital Fund)**

Applicability of sub -component 7B: All PHAs administering public housing. Identify any approved HOPEVI 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 HOPEVI 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 HOPEVI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved  
 Activities pursuant to an approved Revitalization Plan underway

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

- Yes  No: d) Will the PHA be engaging in any mixed -financed 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**

[24CFR Part 903.79(h)]

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

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

2. Activity Description

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

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

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

[24CFR Part 903.79(i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for

occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

[24 CFR Part 903.79(j)]

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

**A. Assessment of Reasonable Revitalization Pursuant to section 202 of the HUD FY1996 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 FY1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

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

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

**ATTACHMENT AT END OF TEMPLATE    -FILENAME NJ 061c01**

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

## 11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

### A. Public Housing

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

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

2. Activity Description

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

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

<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA -established eligibility criteria

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

If yes, list criteria below:

**12. PHA Community Service and Self -sufficiency Programs**

[24CFR Part 903.79(l)]

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

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

1. Cooperative agreements:

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

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self -Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies

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

b. Economic and Social self -sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self Sufficiency</i>	25	N/A	CEE	Both
EDSS	300	N/A	CEE	Both

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants	Actual Number of Participants

	(startofFY2000Estimate)	(Asof:DD/MM/YY)
PublicHousing		
Section8	25	25

- 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 plan to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

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

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

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

### 13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(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.Desc ribetheneedformeasurestoensurethesafetyofpublichousingresidents

(selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's developments
- Highincidenceofviolent and/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observedlower -levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describewhatbelow)

2.WhatinformationordatadidthePHAusedtodetermine netheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimeforcrimescommitted“inandaround” publichousingauth ority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Policereports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describewhatbelow)

3.Whichdevelopmentsaremostaffected?(listbelow)

**B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinth enextPHAfiscalyear**

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake: (selectallthatapply)

- Contractingwithoutsideand/orresidentorganizationsforthe provisionof crime-and/or drug -preventionactivities
- CrimePreventionThroughEnvironmentalDesign
- Activitiestargetedtoat -riskyouth,adults,orseniors
- VolunteerResidentPatrol/BlockWatchersProgram
- Other(describewhatbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

### C.CoordinationbetweenPHAandthepolice

1.DescribethecoordinationbetweenthePHAandtheappropriatepoliceprecinctsfor carryingoutcrimepreventionmeasuresandactivities:(selectallthatapply)

- Policeinvolvementindevelopment,implementation,and/orongoing evaluationofdrug -eliminationplan
- Policeprovidocrimedatatohousingauthoritystaffforanalysisandaction
- Policehaveestablishedaphysicalpresenceonhousingauthorityproperty(e.g., communitypolicingoffice,officerinresidence)
- Policeregularlytestifyinandotherwisesupportevictioncases
- Policeregularlymeetwith thePHAmangementandresidents
- AgreementbetweenPHAandlocallawenforcementagencyforprovisionof above-baselinelawenforcementservices
- Otheractivities(listbelow)

2.Whichdevelopmentsaremostaffected?(listbelow)

### D.AdditionalinformationasrequiredbyPHDEP/PHDEPPlan

PHAeligibleforFY2000PHDEPfundsmustprovideaPHDEPPlanmeetingspecifiedrequirements priortoreceiptofPHDEPfund.

- Yes  No: Isthe PHAeligibletoparticipateinthePHDEPinthefiscalyear coveredbythisPHAPlan?
- Yes  No: HasthePHAincludedthePHDEPPlanforFY2000inthisPHA Plan?
- Yes  No: ThisPHDEPPlanisanAttachment.(AttachmentFilename:\_\_\_)

### **14.RESERVEDFORPETPOLICY**

[24CFRPart903.79(n)]

### **15.CivilRightsCertifications**

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliance withthePHAPlansandRelatedRegulations.

### **16.FiscalAudit**

[24CFRPart903.79(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**

[24CFR Part 903.79(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**

[24CFR Part 903.79(r)]

### **A. Resident Advisory Board Recommendations**

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (Filename) NJ061r01

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

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

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

### 3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)

Representatives of all PHA resident and assisted family organizations

Other(list)

**C.StatementofConsistencywiththeConsolidatedPlan**

ForeachapplicableConsolidatedPlan,makefollowingstatement(copyquestionsasmanytimesas necessary).

1.ConsolidatedPlanjurisdiction:(provide namehere)

2.ThePHAhasstakenthefollowingstepstoensureconsistencyofthisPHAPlanwith theConsolidatedPlanforthejurisdiction:(selectallthatapply)

- ThePHAhasbaseditsstatementofneedsoffamiliesinthejurisdiction nonthe needsexpressedintheConsolidatedPlan/s.
- ThePHAhasparticipatedinanyconsultationprocessorganizedandofferedby theConsolidatedPlanagencyinthedevelopmentoftheConsolidatedPlan.
- ThePHAhasconsultedwiththeConsolidatedPlanagencyduringthe developmentofthisPHAPlan.
- ActivitiestobeundertakenbythePHAinthecomingyearareconsistentwith theinitiativescontainedintheConsolidatedPlan.(listbelow)

Other:(listbelow)

4.TheConsolidatedPlanofthejurisdictionssupportsthePHAPlanwiththefollowing actionsandcommitments:(describebelow)

**D.OtherInformationRequiredbyHUD**

UsehissectiontoprovideanyadditionalinformationrequestedbyHUD.

## Attachments

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site - Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	308		10
Extremely low income <= 30% AMI	149	47%	
Very low income (>30% but <=50% AMI)	102	39%	
Low income (>50% but <80% AMI)	57	19%	
Families with children	217	71%	
Elderly families	8	3%	
Families with Disabilities	83	26%	
Race/ethnicity-white	46	15%	
Race/ethnicity-black	185	60%	
Race/ethnicity-Hisp.	77	25%	
Race/ethnicity-Other	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			

Housing Needs of Families on the Waiting List			
5BR			
5+BR			

Is the waiting list closed - Yes

If yes:

How long has it been closed (# of months) 8

Does the PHA expect to reopen the list in the PHA Plan year? -NO

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? NO

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

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

Other(list below)

## **Certifications Regarding Voluntary Conversion of Two Public Housing Sites in Millville, NJ**

Site1 -HollyBerryCourt, NJ61 -01

This is a fifty unit family site composed of two, three and four bedroom units. An analysis was conducted to review the potential impact of converting the public housing to tenant based assistance. Our conclusion is that conversion would be inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion. The proposed conversion would result in higher operating cost than if the development remained as public housing.

Site2 -Scattered Sites, NJ61 -10

This is a thirty unit scattered site development. Our conclusions are the same as for Site 1 and for the same reason of unreasonable operating cost.

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

**AnnualStatement**  
**CapitalFundProgram(CFP)PartII:SupportingTable**

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement  
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

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

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

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



## ***Deconcentration of Poverty and Income Mixing in Public Housing***

### ***A Statement of Analysis of Housing Stock and Current Resident Population***

The Millville Housing Authority currently manages 509 Public Housing units under seven (7) individual Annual Contribution Contracts. One of these ACCs (NJ061001) is a “split” development consisting of 50 elderly/disabled units and 49 family units on two (2) separate properties. The Millville Housing Authority also manages a thirty (30) unit Scattered Site program (NJ 061009).

### ***An analysis of the current units under management establishes the following:***

*NJ061001-50 Elderly/Disabled units	49 Family Units
*(located on two separate properties)	
NJ061002	100 Elderly/Near Elderly units
NJ061004	110 Elderly /Near Elderly units
NJ061007	50 Elderly/Disabled units
NJ061008	90 Elderly/Near Elderly units
NJ061009	30 Scattered Site Family units
NJ061010	30 Disabled units

Based on interpretation of 24 CFR Part 903, Rule to Deconcentrate Poverty and Promote Integration in Public Housing, Final Rule published December 22, 2000, the Millville Housing Authority is exempt from this regulation based on the fact that it operates a majority of Elderly/Near Elderly and Disabled units (430 total). Family units total seventy nine (79) on two separate “properties” one of which is a Scattered Site development with the population being spread throughout the “target areas” within the City of Millville. This falls below the “100 unit per development” guideline established by the Department of Housing and Urban Development.

However, since this Authority strives to implement all regulations established by HUD, an analysis of four Family population reveals the following mix of median income :

<b>ScatteredSiteHousing</b>		<b>FamilyHousingatHollyBerryCourt</b>	
<b>(NJ061009)</b>		<b>(NJ061001)</b>	
MedianIncome		MedianIncome	
AtorBelow30%	-9	AtorBelow30%	-32
Between30%&85%	-15	Between30%&85%	-11
Between85%&110%	-6	Between85%&110%	-7

***Basedontheaboveanalysis,thereisnoconcentrationofpovertyineither ofour“Family”developments.***

Finally,althoughwearenotcurrentlyrequiredbyregulationtodoso,theMillville HousingAuthoritywillcontinuetoprovidehousingfora“mix”ofincomeinitsfamily developmentsbyestablishingandmaintainingwaitinglistpreferenceswhichpromotea varietyofincomelevels.

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

PHA Name: Housing Authority of the City of Millville NJ	Grant Type and Number Capital Fund Program Grant No: NJ39PO6150101 Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
---	---	------------------------------

Original Annual Statement  Reserve for Disasters/Emergencies X revised Annual Statement (revision no: 1)  
 X Performance and Evaluation Report for Period Ending: 3/30/02 X 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	\$100,000.00	\$100,000.00	\$100,000.00	\$100,000.00
3	1408 Management Improvements	\$91,000.00	\$97,191.43	\$97,191.43	\$72,868.96
4	1410 Administration	\$73,300.00	\$73,300.00	\$73,300.00	\$49,770.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$43,000.00	\$79,626.67	\$79,626.67	\$79,626.67
8	1440 Site Acquisition				
9	1450 Site Improvement	\$35,000.00	\$13,455.14	\$13,455.14	\$13,455.14
10	1460 Dwelling Structures	\$311,199.00	\$364,291.76	\$364,291.76	\$38,515.99
11	1465.1 Dwelling Equipment — Nonexpendable	\$8,000.00	\$5,234.00	\$5,234.00	\$5,234.00
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$13,000.00	-0-	-0-	-0-
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$58,600.00	-0-	-0-	-0-
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$733,099.00	\$733,099.00	\$733,099.00	\$359,470.76
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	\$91,000.00	\$91,000.00	\$91,000.00	\$91,000.00
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: The Housing Authority of the City of Millville		Grant Type and Number Capital Fund Program Grant No: NJ39PO6150101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acc t No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ39PO61001								
1A/1B	Replace Apt. Storm Doors	1460	30 Units	\$11,000	-0-	-0-	-0-	Moved 2002
Ferguson Ct.	lighting	1450	N/A	\$8,000	-0-	-0-	-0-	Moved 2002
	Heating/Plumbing	1460	7 rooms	-0-	\$101.50	\$101.50	\$101.50	Completed
	Landscaping	1450	N/A	-0-	\$2,650.68	\$2,650.68	\$2,650.68	Completed
Holly Berry Ct.								
	Replace Apt. Storm Doors	1460	20 Units	\$8,000	-0-	-0-	-0-	Moved 2002
	Replace Appliances	1465	10 Units	\$8,000	\$5,234.00	\$5,234.00	\$5,234.00	Completed
	Community Police	1408	N/A	\$25,000	\$25,000	\$25,000	\$25,000	Completed
	Rewire Cable/Phone	1460	50 Units	\$25,000	-0-	-0-	-0-	Training-02
	Replace Gutters	1460	8 Buildings	\$19,000	-0-	-0-	-0-	Training-02
	Landscaping	1450	N/A	-0-	\$2,650.68	\$2,650.68	\$2,650.68	Completed
NJ39PO61002								
River View West	Retile/Paint Stair Towers	1460	N/A	\$9,000	-0-	-0-	-0-	Training 02
	Repair Balconies	1460	N/A	\$90,000	-0-	-0-	-0-	Moved 2003
	Fire Safety	1460	N/A	-0-	\$4,097.05	\$4,097.05	\$4,097.05	Completed
	HVAC	1460	N/A	-0-	\$1,617.82	\$1,617.82	\$1,617.82	Completed
	Concrete Repairs	1450	N/A	-0-	\$2,912.18	\$2,912.18	\$2,912.18	Completed
NJ39PO61004								
River View East	Repair Balcony's	1460	N/A	\$40,000	\$295,695	\$295,695	\$11,126.70	In Progress
	Replace Exterior Lighting	1450	N/A	\$15,000	-0-	-0-	-0-	Training 02
	Replace Exterior Door	1460	1	-0-	\$1,340.00	\$1,340.00	\$1,340.00	Completed
	Fire/Safety	1460	N/A	-0-	\$4,093.77	\$4,093.77	\$4,093.77	Completed
	Drain Replacement	1460	N/A	-0-	\$187.73	\$187.73	\$187.73	Cont. 03
NJ39PO61007								
Cedarview Ct.	Replace Cabinets	1460	50 Units	\$60,000	\$53,716.26	\$53,716.26	\$16,296.12	In Progress
	Install Concrete Ramps	1450	5	-0-	\$3,675.00	\$3,675.00	\$3,675.00	Cont. 02
	Landscaping	1450	N/A	-0-	\$2,650.68	\$2,650.68	\$2,650.68	Completed

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

PHA Name: The Housing Authority of the City of Millville		Grant Type and Number Capital Fund Program Grant No: NJ39PO6150101 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ39PO61008	Replace Entrance Door	1460	1	-0-	\$1,070.00	\$1,070.00	\$1,070.00	Completed
Jaycee Plaza	Heat Pumps	1460	5 Units	\$17,000	\$78.00	\$78.00	\$78.00	Completed
	Electric Cables	1460	N/A	\$10,000	-0-	-0-	-0-	Moved 02
	Fire Safety	1460	N/A	-0-	\$493.77	\$493.77	\$493.77	Completed
NJ39PO61009								
Scattered Sites	Replace Sidewalks	1450	N/A	\$12,000	\$1,100.00	\$1,100.00	\$1,100.00	Cont-2002
	Replace Roofing	1460	2 Units	\$6,500	-0-	-0-	-0-	Moved 02
	Flooring	1460	2 units	\$9,699	-0-	-0-	-0-	Moved 02
	HVAC	1460	1 Unit	-0-	\$1,100.00	\$1,100.00	\$1,100.00	Completed
NJ39PO61010								
Maurice View	Painting	1460	N/A	\$6,000	-0-	-0-	-0-	Moved 02
	Landscaping	1450	N/A	-0-	\$728.10	\$1,950.00	\$1,950.00	Completed
	Fire Safety	1460	N/A	-0-	\$700.86	\$700.86	\$700.86	Completed
All Sites	Administration	1410	N/A	\$73,000	\$73,300	\$73,300	\$49,779.00	In Progress
	Security Guards	1408	N/A	\$66,000	\$66,000	\$66,000	\$41,677.53	In Progress
	Assisted Living Survey	1408	N/A	-0-	\$6,191.43	\$6,191.43	\$6,191.43	Completed
	A&E Physical Needs	1430	N/A	-0-	\$49,444.37	\$49,444.37	\$49,444.37	Completed
	A&E	1430	N/A	\$43,000	\$25,224.05	\$25,224.05	\$25,224.05	Completed
	Operations	1406	N/A	\$100,000	\$100,000	\$100,000	\$100,000	Completed
	Maint. Equipment	1475	N/A	\$13,000	-0-	-0-	-0-	Moved 02
	Landscape A&E	1430	N/A	-0-	\$4,631.25	\$4,631.25	\$4,631.25	Completed
	Contingency	1502	N/A	\$58,600	-0-	-0-	-0-	Moved 02
Total CF 2001				\$733,099.00	\$733,099.00	\$733,099.00	\$359,470.76	

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

PHAName: The Housing Authority of the City of Millville			Grant Type and Number Capital Fund Program No: NJ30PO6150101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
NJ39PO61001 Ferguson/HollyBerryCts	9/30/02	6/30/02	4/30/02	1/31/03	6/30/02	5/30/02		
NJ39PO61002 RiverviewWest	9/30/02	6/30/02	4/30/02	1/31/03	9/31/02			
NJ39PO61004 RiverviewEast	9/30/02	6/30/02	3/30/02	1/31/03	9/31/02			
NJ39PO61007 CedarviewCourt	9/30/02	6/30/02	4/30/02	1/31/03	9/31/02			
NJ39PO61008 JayceePlaza	9/30/02	6/30/02	1/30/02	1/31/03	9/31/02			
NJ39PO61009 ScatteredSites	9/30/02	6/30/02	2/30/02	1/31/03	9/31/02	5/30/02		
NJ39PO61010 MauriceViewPlaza	9/30/02	6/30/02	6/30/02	1/31/03	9/31/02			

**CapitalFundProgramFive -YearActionPlan**  
**PartI:Summary**

PHANameTheHousing Authorityofthecityof Millville					<b>Xoriginal5 -YearPlan</b> <input type="checkbox"/> RevisionNo:	
Development Number/Name/ HA-Wide	Year1	WorkStatementforYear2 FFYGrant:2003 PHAFY:2004	WorkStatementforYear3 FFYGrant:2004 PHAFY:2005	WorkStatementforYear4 FFYGrant:2005 PHAFY:2006	WorkStatementforYear5 FFYGrant:2 006 PHAFY:2007	
	Annual Statement					
NJ39PO61- 001 Ferguson/Holl y		\$72,000	\$82,000	\$106,000	\$78,000	
002Riverview West		\$64,000	\$48,762	\$159,550	\$110,550	
004Riverview East		\$22,000	\$163,550	\$15,000	\$20,000	
006SharLane		-0-	\$1,400	-0-	-0-	
007Cedarview Ct		\$16,500	\$47,200	\$25,000	\$12,000	
008Jaycee Plaza		\$49,212	-0-	\$30,762	\$121,000	
009Scattered Sites		\$16,600	\$10,400	\$33,000	\$30,000	
010Maurice View		\$60,000	\$2,000	\$6,000	\$28,762	
AllSites		\$433,337	\$378,337	\$358,337	\$333,337	
CFPFunds Listedfor5 - yearplanning		\$733,649	\$733,649	\$733,649	\$733,649	
Replacement HousingFactor Funds						

**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

Activitiesfor Year1	ActivitiesforYear:_2_ FFYGrant:2003 PHAFY:2004			ActivitiesforYear:_3_ FFYGrant:2004 PHAFY:2005		
	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCost</b>	<b>Development Name/Number</b>	<b>MajorWork Categories</b>	<b>EstimatedCost</b>
See	NJ39PO61-			NJ39PO61		
Annual	001aFerguson	Installadditionalheat	5,000	001aFergusonCt	ReplacePorchWindows	1,800
Statement					OilTankRemoval	15,700
	001bHollyBerry	Installwasherhookups	22,000		Reroofing	14,000
		Reroofing	20,000	001bHollyBerryCt.	InteriorDoors	12,000
		CommunityPolice	25,000		ReplaceAppliances	6,500
	002RiverviewWest	Paintconcretecolumns	22,000		Landscaping	5,000
		ReplaceGalvdraains	12,000		Paintapts	2,000
		Paintapts.	30,000		CommunityPolice	25,000
	004RiverviewEast	Retile/RepaintStairwell	8,000	002RiverViewWest	Replaceheatlines	40,000
		Drivewayrepairs	10,000		Paving	8,762
		Shop/Garagerehab	4,000	004RiverViewEast	UpgradeElectric	30,000
	007CedarviewCourt	ReplaceStoves	12,000		Replacewindows	115,550
		ReplaceMailboxes	4,500		Paving	18,000
	008JayceePlaza	PaintApts.	21,212	006SharLane	Landscaping	1,400
		Replaceapt.Carpet	16,000	007CedarviewCt	ReplaceRearCanopy's	4,200
		Repairairhandler	12,000		ReplaceKitchen window	43,000
	009ScatteredSites	Sidewalkrepair	4,000	009ScatteredSites	Reroofing	5,400
		HeaterReplacement	4,800		InstallSecurityAlarms	5,000
		ReRoofing	7,800	010MauriceViewPlaza	Landscaping	2,000
	010MauriceviewPlaza	CreateParkinglot	60,000			
	<b>TotalCFPEstimatedCost</b>		\$300,312			\$355,312



**CapitalFundProgramFive -YearActionPlan**  
**PartII:SupportingPages —WorkActivities**

ActivitiesforYear:_4_ _			ActivitiesforYear:___5_		
FFYGrant:2005 PHAFY:2006			FFYGrant:2006 PHAFY:2007		
Development Name/Number	MajorWork Categories	EstimatedCost	Development Name/Number	MajorWork Categories	EstimatedCost
NJ39PO61-			NJ39PO61-		
001aFergusonCt.	ConcreteStepReplace	35,000	001aFergusonCt.	SealcoatDrives	8,000
	ReplaceHandRails	11,000		PaintApts.	15,000
001bHollyBerryCt.	CommunityPolice	25,000		Reroofing	10,000
	Concrete/steps	35,000	001bHollyBerryCt.	PaintApts.	5,000
002RiverviewWest	Shoprenovations	14,000		RefinishCabinets	8,000
	HVACrepairs	145,550		RepaveDrives	32,000
004RiverviewEast	Chimneyrepair/heat	15,000	002RiverviewWest	Windows	100,550
007CedarviewCt.	Concrete ramps	25,000		ElevatorEquip.	10,000
008JayceePlaza	Sidewalkrepairs	12,762	004RiverviewEast	PaintApts	10,000
	ShowerDiverters	18,000		ElevatorEquip	10,000
009ScatteredSites	Treeremoval	7,000	007CedarviewCt.	PaintApts	12,000
	Concreterepairs	9,000	008JayceePlaza	HeatPumps	16,000
	ShopRenovations	17,000		ElevatorEquipment	10,000
010Mauriceview	Compactor	5,000		Windows	95,000
	HVAC	1,000	009ScatteredSites	Flooring	20,000
				Painting	10,000
			010MauriceView	Painting	10,762
				Appliances	10,000
				HVACEquipment	8,000
<b>TotalCFPEstimatedCost</b>		\$375,312			\$400,312



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

<b>PHAName:</b> Housing Authority of the City of Millville NJ	<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39PO6150102 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
---	--	-------------------------------------

Original Annual Statement  
  Reserve for Disasters/Emergencies  
  Revised Annual Statement (revision on: )  
**Performance and Evaluation Report for Period Ending:**  
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total Non -CFP Funds				
2	1406 Operations	\$100,000			
3	1408 Management Improvements	\$146,700			
4	1410 Administration	\$73,300			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$43,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$14,000			
10	1460 Dwelling Structures	\$295,749			
11	1465.1 Dwelling Equipment — Nonexpendable	\$8,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	\$23,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$29,900			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$733,649			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Compliance				
24	Amount of line 21 Related to Security — Soft Costs	\$111,000			

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

PHAName: Housing Authority of the City of Millville NJ	Grant Type and Number Capital Fund Program Grant No: NJ39PO6150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
--	---	------------------------------

X Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

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

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

PHAName: The Housing Authority of the City of Millville		Grant Type and Number Capital Fund Program Grant No: NJ39PO6150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ39PO61001	Landscaping	1450	N/A	\$2,000				
1A/1B	Replace Apt. Storm Doors	1460	10 Units	\$2,000				
Ferguson Ct.	Lighting	1450	N/A	\$6,000				
HollyBerry Ct.								
	Replace Apt. Storm Doors	1460	10 Units	\$2,000				
	Replace Appliances	1465	10 Units	\$8,000				
	Community Police	1408	N/A	\$25,000				
	Replace Gutters	1460	8 Buildings	\$8,000				
NJ39PO61002	Interior Power Doors	1460	1	\$7,500				
RiverView West	Retile/paint Stair towers	1460	2	\$1,000				
	Repair/Paint Balconies	1460	N/A	\$3,000				
NJ39PO61004	Interior Power Doors	1460	1	\$7,500				
RiverView East	Balcony Repairs	1460	N/A	\$10,000				
	Exterior Lighting	1450	N/A	\$4,000				
NJ39PO61007								
Cedarview Ct.	Kitchen Cabinets	1460	50 Units	\$75,550				

PHAName:TheHousingAuthorityoftheCityofMillville						FederalFYof Grant:2002		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ39PO61008								
JayceePlaz a	ElectricalCables	1460	N/A	\$4,000				
	ReplaceHeatPumps	1460	10Units	\$7,000				
NJ39PO61009	ReplaceFlooring	1460	1Unit	\$4,699				
ScatteredSites	ReplaceRoofing	1460	2Units	\$6,500				
	Concrete	1450	9Units	\$2,000				
NJ39PO61010								
MauriceView	HVACSystem	1460	N/A	\$66,000				
	AdditionalElevator	1460	1	\$42,000				
	Flooring	1460	4,000sf	\$25,000				
	Sprinkler/Firealarm	1460	N/A	\$21,000				
	Electrical	1460	N/A	\$3,000				
	OfficeEquip ment	1475	N/A	\$10,000				
AllSites	Administration	1410	N/A	\$73,300				
	A&E	1430	N/A	\$43,000				
	SecurityGuards	1408	N/A	\$86,000				
	Operations	1406	N/A	\$100,000				
	Contingency	1502	N/A	\$29,900				
	MaintenanceEquip.	1475	N/A	\$13,000				
	MaintenanceTraining	1408	N/A	\$35,700				

PHAName:TheHousingAuthorityoftheCityofMillville						<b>FederalFYof Grant:2002</b>		
Development Number Name/HA-Wide Activities	GeneralDescriptionofMajorWork Categories		Quantity	TotalEstimatedCost		TotalActualCost		Statusof Work
				Original	Revised	Funds Obligated	Funds Expended	
TotalCF2002				\$733,649				

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

PHAName: The Housing Authority of the City of Millville		Grant Type and Number Capital Fund Program No: NJ39PO6150102 Replacement Housing Factor No:					Federal FY of Grant: 2002
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ39PO61001 Ferguson/HollyBerry Cts	9/30/03			1/31/05			
NJ39PO61002 Riverview West	9/30/03			1/31/05			
NJ39PO61004 Riverview East	9/30/03			1/31/05			
NJ39PO61007 Cedarview Court	9/30/03			1/31/05			
NJ39PO61008 Jaycee Plaza	9/30/03			1/31/05			
NJ39PO61009 Scattered Sites	9/30/03			1/31/05			
NJ39PO61010 Maurice View Plaza	9/30/03			1/31/05			

# **Millville Housing Authority**

## **MISSION STATEMENT**

The Millville Housing Authority will provide adequate and affordable housing, economic opportunity, and a suitable living environment without discrimination. Additionally, it is the mission of the Millville Housing Authority to continue to operate as a high performing agency, and to promote the Authority as a positive force within the community.

## **GOALS (In addition to HUD Strategic Goals)**

### **GOAL**

**To manage and operate all properties in a safe, timely, and cost effective manner in order to maximize the quality of life for our residents.**

### **OBJECTIVES**

1. Maintain current high performance standards in management and maintenance indicators such as rent collection, vacancy turnaround, vacancy rate, facility conditions, and other monitored performance indicators in a fiscally prudent manner.
2. Examine all aspects of housing management/maintenance for possible re-organization to improve efficiency of service.
3. Develop a better cost center accounting system to track production/expenditures.
4. Create a better inventory management system that, among other benefits, minimizes small purchases.
5. Provide resident lease and security orientation to 100 percent of applicants assigned to all communities to strengthen community/resident anti-crime/drug efforts.
6. Complete the installation of security camera surveillance at three additional sites and monitor all camera at Maurice View Plaza when the facility is complete.
7. Enforce "One Strike" provisions and provide staff training to leasing, DE and security MHA personnel.
8. Maintain a good functioning, interactive relationship with local community police and develop the "Broken Windows" approach to crime prevention.
9. Conduct a residents survey annually beginning in FY99 to determine client satisfaction.
10. Entice higher income residents to move into MHA properties.
11. Enhance and upgrade MHA properties to entice higher income residents.

12. Investigate use of residents as security personnel under community service requirements.

### **GOAL**

**Toprovide the appropriate services to: (1) assist families transition from dependence to independence in the shortest period of time; (2) deter premature institutionalization of our senior population; and (3) become a viable participant in the community to foster self-sufficiency for the disabled.**

### **OBJECTIVES**

1. Develop a transition plan to allow for the month continuance of critical social programming, especially EDSS, to protect against possible reduced or eliminated funding.
2. Analyze and develop a plan to ensure that grant funds fully pay for the cost of service delivery to avoid MHA hidden costs.
3. Maintain the FSS program and encourage all eligible working families to purchase their home.
4. Provide EDSS training, job assistance, and employment to all interested residents to minimize residency periods.
5. Provide services to MHA senior residents that are not provided by other agencies (“fall through the cracks”) to deter premature institutionalization up to 5 percent over the next 5 years.
6. Investigate the possibility of MHA supported Day Care for residents who cannot obtain traditional services that will be operated by Manpower.
7. Utilize outside resources as a referral to reduce duplication of services for such services in order to minimize the cost to MHA.
8. Participate in the community to foster self-sufficiency for the disabled by: (1) determine homeownership and transportation opportunities; (2) determine other agency interest in using existing facilities to promote their programs; (3) provide training, GED, skills and job readiness; and (4) promote volunteerism and sensitivity training.
9. Provide financial counseling for potential home buyers, credit renewal, and other related topics to encourage independence through homeownership.

### **GOAL**

**To pursue property acquisitions and development in conjunction with the community targeted at designated revitalization areas emphasizing homeownership. The agency will secondarily pursue other mixed income rental opportunities.**

### **OBJECTIVES:**

1. Compile citywide property analysis to determine the physical attributes/demographics resulting in the identification of specific target areas.
2. Determine the homeownership market need including the ability variables of the market Participants
3. Assemble an inventory of available financial resources.
4. Explore alternative development types in an effort to match financial resources and participant needs.

5. Implement a home ownership program in existing MHA properties as a market resource for home ownership.
6. Develop a strategy to integrate into the development process a security/crime management regime with zero tolerance to drugs/crime.

These six objectives integrated together formulate a strategic approach to the development role of the MHA. Objectives one through four involve planning and data collection and result in an approach to development. Objectives five and six involve adapting a resident home ownership and security plan to augment the approach.

## **GOAL**

**To identify affordable housing needs with the city and cooperate with other city agencies to develop strategies to promote and expand those needs.**

## **OBJECTIVES**

1. Identify areas where MHA would pursue an affordable housing strategy.
2. Develop formal partnerships with other agencies including city, business, and educational leaders to promote and expand affordable housing opportunities.
3. Work in conjunction with established agencies to provide information and statistics on housing issues.

## **GOAL**

**To pursue and secure alternative income sources to ensure the ongoing operation and self-sufficiency of our authority.**

## **OBJECTIVES**

1. Explore possibilities of facilities management contracts with other housing providers
2. Provide management and development consulting services to other housing authorities and interested parties.
3. Explore projects utilizing tax exempt bonds and/or tax credits and other financing programs to not only provide housing, but also as a service to generate additional income for MHA.

## **GOAL**

**To provide a safe, secure atmosphere for employees that: (1) provides opportunities for advancement; (2) encourages employee suggestions and input in decision making; and (3) encourages employment opportunities for community residents.**

## **OBJECTIVES**

1. Set training requirements and professional designations for each position at MHA. For example, require certain NAHRO training regimes be completed as a minimum requirement for some jobs.
2. Develop a thorough cross-training plan for all departments at MHA.
3. Establish an employee suggestion program.
4. Continue to respect and operate within the guidelines of EOE.
5. Continue to conduct employee open-forum meetings.
6. Maximize advancement opportunities for all MHA staff.
7. Develop "Family Friendly" policies and incentives to maximize quality and efficiency of work performance.

## **Development of Goals**

The next phase of the retreat planning process involved the establishment of goals. A goal is simply an end toward which activity is directed. A goal is measurable, the desired result is known when the goal is reached. Ideally, if all the goals that fall under a nature of goals also makes an ideal framework for planning and information system. The priority of goals, the timing of their execution, and the incremental measurement of progress in implementing them form an ideal system for connecting mission with the actual tasks agency staff perform in achieving their mission.

The Millville Housing Authority has established the following goals for each of the mission statements.

Agency – General

### **GOAL**

It is the intent of the Millville Housing Authority to project and operate our authority as a positive force within the community while at the same time becoming a model agency for HUD in the provision of low and moderate income housing.

### **OBJECTIVES**

1. Commission the production of a videotape to promote the positive goals of the agency in the community.
2. Conduct public seminar on MHA programs
3. Design an overall PR/Marketing strategy

## Step2 –ResidentAdvisoryCommitteeFiveYearPlanningMeeting

March3,1999

OnMarch3,1999,theMillvilleHousingAuthorityconductedaplanningmeetingwiththeResidentAdvisoryCommitteetosolicitinputtothefive-yearplanningprocess.

MembersoftheresidentcouncilattendedthemeetingandwerebriefedonthedraftMHAmissionstatementandgoalsdevelopedinpreviousplanningsessions.

Theresidentprovidedsomeinput,nonetheless,manyofthecommentsrelatedtoagencyupdatesoncurrentissues.Themeetingnotesareattachedtothisreport.Briefly,thekeycommentsrelativeto thefive-yearplanaresummarizedasfollows:

- ThemajorityofresidentsagreedthatbringingassistedlivingtotheMHAwouldhelpavoidprematureplacementoftheelderlyintonursinghomes.Theysupportedtheapproach.
- Therewasanextensivediscussiononthedeliverymechanismforprovidingassistedliving.Residentsdiscussedpotentialsites,services,andrevisitingtheelderly-onlydesignation.
- Theresidentagreedthattherewastoomuch“lowincome”housinginMillville.They supportedtheapproachofprovidingmixed-incomehousing.
- Therewerediscussionsonsecurityandmaintenanceintheresidentialcommunities.
- TheresidentsparticipatedinadiscussiononfindingadditionalincomeforMHA.Ideas included:finesforimpropertrash disposal;feesforadditionalcars;storesateachsite;and vendingmachineswithshampoo,etc.

TheExecutiveDirectornotifiedtheresidentsthattherewouldbearesidentsatisfactionsurveyto measureclienteffectivenessinthefuture.

Themeeting endedwithresidentsexpressingsatisfactionwiththeperformanceoftheMHA.

### Step3 –SupportStaffPlanningMeeting

April16,1999

OnApril16,1999,theMHAconductedanall -dayplanningmeetingwithsupportstafffromthe variousopera tingsectionsofthehousingauthority.Thepurposeofthemeetingwastoreview theplanningworkfromthepreviousessionswithseniorstaffandtheresidentsandprovideinput tothefive -yearplanfromanoperatinglevelperspective.

Themeetingwas attendedby:

SonnyTaylor	CaroleStormes	RobertClendaniel	NaheedPagliughi
SherryKauffmann	CliffPorter	CarlTerry	HarveyAndreolli
RobinRiley	JanetReeves	GerryPorter	LindaDavis

#### **ProfileofaHigh -PerformingHousingAuthority**

Intheprev iousretreatwithseniorstaffandthecommissioners,participantsprovidedanextensive listofspecificattitudesoffactorsthat supporttheMHAcultureofahigh -performinghousing authority.Duringtheline -staffplanningsession,participantsprovid edthesameinputfromthe operatingperspective.Thecommentsareasfollows:

Persistence                      Teamwork                      Iloveyjob                      Employeeesthatcare

Caringemployeesandemployersbeingproudoftheoutcome

BecauseMHAisalwayslookingforgrantsandotherways                      tobringinnewrevenue.

Professionalismthroughouttheorganization.Personalpride                      Highlevelofcommitment

Alldepartmentsworkingtogether –goodcommunication.

Staffresponsesaddeemphasisitoafewcategoriesmentionedonpage7

- Highdegree ofcrossfunctionalcollaboration
- GoodCommunication,mutualrespect,andcooperation
- Teamapproachtoproblemsolving

Withregardto“mutualrespect”staffdiscussedtheeffectsofstrongrelationshipsoutsidethe normalchainofcommandinthepoliti calcommunityandhowthatcreatesanimbalancein organizationalpowerandcontrolaccountability.Theystatedthatwhentheserelationshipsare notusedtoleveragebenefitstotheoperations,abusecoulddeffectoperationsbydiminishing mutualrespect andmoral.

## Recommendations to MHA Goals and Strategy

Staff reviewed the priorities and goals and made recommendations that are additive or embellish those presented by senior staff and the commissioners. The comments and recommendations are organized by priority and goal below. Staff did not comment on all the goals because some were outside their area of operation and responsibility.

### Property Manager

#### GOAL

To manage and operate all properties in a safe, timely, and cost-effective manner in order to maximize the quality of life for our residents.

#### Recommendations

Staff felt that the key component in accomplishing this goal was keeping everyone informed of progress toward the goal during the year. This meant emphasizing the current open door policy and enforcing the responsibility to inform the proper person(s) regarding goal barriers and milestones.

More collaboration between Resident Services staff and other operations was a strong recommendation.

Task: Daily reporting to Resident Services with information regarding the health and status of residents.

Staff recommended training programs on specific changes to rules, regulations, and policies.

#### GOAL

Examine all aspects of housing management/maintenance for possible reorganization to improve efficiency of service.

Task: Conduct quarterly meeting with line staff to discuss progress and issues with the Annual Plan.

Task: Staff recommended MHA establish cross-training to enhance efficiency.

Task: Conduct 360-degree evaluation to provide feedback on supervisory effectiveness.

#### GOAL

Develop a better cost-center accounting system to track production/expenditures.

Task: Install new accounting and information system.

Task: Establish new procedures for credit card control

## **GOAL**

Create a better inventory management system that, among other benefits, minimizes small purchases.

Task: Link new information system to the inventory management system.

Task: Include office supplies in the inventory system.

## **GOAL**

Provide resident lease and security orientation to 100 of applicants assigned to all communities to strengthen community/resident anti-crime/drug efforts.

Task: Develop a fine system for violations

Task: Establish a digital photo system to document violations

Task: Each department provides input into the orientation package.

## **GOAL**

Complete the installation of security camera surveillance at three additional sites and monitor all cameras at Maurice View Plaza when the facility is complete.

Task: Examine security procedures and structure to enhance surveillance effectiveness.

Task: Reconfigure mobile patrol monitoring system.

## **GOAL**

Maintain a good functioning, interactive relationship with local community police and develop the "Broken Windows" approach to crime prevention.

Task: Meet with local police on a monthly basis to discuss problem solving.

## **GOAL**

Conduct a resident survey annually beginning FY99 to determine client satisfaction

Task: Provide feedback on staff on the results of the survey.

## **General Recommendation to “Property Manager” Role**

Conduct 8AM maintenance meeting to plan the day and obtain feedback from previous day

Provide a better clarification of duties by changing the job descriptions and have them support performance and incentives.

Provide training on the different skill areas of maintenance: electrical, motors, etc.

Provide training on the new inventory software for all maintenance

Conduct “respect in the workplace” sessions in maintenance to establish more professional relationships

Set up an incentive program in maintenance based on quality of work, attendance, attitude, and professionalism.

Establish a better way to perform criminal checks to reduce delays.

Develop flat rent for public housing

Allow seniors with higher income into elderly housing

Pursue establishing Cedarview and Ferguson Courts as “senior only”

Provide more housing opportunity for the young disabled

Establish more private offices in Leasing & Occupancy for confidentiality

Shift responsibilities in the security section to more “hands-on” by providing more mobile work rather than sitting watching the monitor

Provide more computerized reporting

Provide more in-house training personnel

## **EMPLOYER**

To provide a safe, secure atmosphere for employees that: (1) provides opportunities for advancement; (2) encourages employee suggestions and input in decision making and (3) encourages employment opportunities for community residents.

Staff made a number of recommendations that are difficult to place under any one goal. They recommend in the development of the Annual and Five Year plan, MHA consider the following tasks.

MHA should consider incentives other than pay. Employees should be informed of the tuition reimbursement program.

MHA should establish a bonus system

There should be a process that identifies how the employees can progress in the agency.

Inform the employees of the specific EDSS training opportunities

### **GENERAL RECOMMENDATIONS FOR "EMPLOYER" ROLE**

Supervisors should check all time cards for accuracy prior to signing

Change the pay cycle and turn in time sheets on Friday

Hire a Human Resources person

Provide more contact information on Morris View Plaza

### **SERVICE PROVIDER**

To provide the appropriate services to: (1) assist family transition from dependence to independence in the shortest period of time; (2) deter premature institutionalization of our senior population; and (3) participate in the community to foster self-sufficiency for the disabled.

Task: Conduct planning processes to accomplish the goals.

### **GOAL**

Develop a transition plan to allow for the smooth continuance of critical social programming, especially EDSS, to protect against possible reduced or eliminated funding.

Task: Charge residents for housekeeping services

Task: Look for private fee-based use of MHA services

Task: Provide public fee-based workshops such as training programs as defensive driving

Task: Open the computer class to the public for a fee.

### **GOAL**

Maintain the FSS program and encourage eligible working families to purchase their home

Task: Examine automatic use of FSS

## **GENERALRECOMMENDATIONSFOR“SERVICEPROVIDER”ROLE**

Adjustthejobdescriptionstoprovidedocumentationofadditionalduties.Documenting additionalworkc ouldbelinkedtoincentives

Consideradjustmentstothehomemakerworkersscheduletoprovidebreaksintheschedule.

Developaprocessthatprovideseventsthatwouldresultinmoreinteractionwiththeseniors. Thiswouldincludeouting,dances,dinn ers,etc.ThiswouldhelpbuildrapportandshowMHA cares.

Developareportandfeedbacksystemthatprovidesstaffwithanupdateoffinancialstatusof programs.

Requiremandatoryattendancetoanyagency -sponsoredrespectintheworkplacetraining



## **Report on Public Hearing and Input of Resident Advisory Board**

**A public hearing was held as required on July 9, 2002. The sign-in sheet is attached as proof of publication for the public hearing. The plan was reviewed at the hearing and no comments received.**

**The contents of the Plan and specifically the plan for use of the Capital Fund were reviewed with residents and the Resident Advisory Board members at a series of site meetings held on May 9, 2002 and on July 11, 2002. A list of the Resident Advisory Board members has been provided.**

**At the May 9<sup>th</sup> meetings, residents were asked what the priorities were for their sites and where possible those items were included in the plan. The final plan was reviewed in detail with the RAB members and with other residents at the meetings on July 11<sup>th</sup>. No specific comments were received regarding the final Agency Plan.**

**Resident Advisory Board meetings will be held throughout the year to receive input and to advise resident leaders on the progress in meeting Agency plan objectives. Where necessary the plan may be revised based on resident review and comments.**