

PHAPlans

Five-YearPlanforFiscalYears2000 -2004
AnnualPlanforFiscalYear2003:
October1,2002toSeptember30,2003

NJ063
VinelandHousingAuthority
191W.ChestnutAvenue
Vineland,NewJersey08360

**NOTE:THISPHAPLANSTEMPLATE(HUD50075)ISTOBECOMPLETEDIN
ACCORDANCEWITHINSTRUCTIONSLOCATEDINAPPLICABLEPIHNOTICES**

**PHA Plan
Agency Identification**

PHAName: VinelandHousingAuthority

PHANumber: NJ063

PHAFiscalYearBeginning: 10/1/2002

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)

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

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

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

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

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

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

B.Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD -suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the 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
 - Improve voucher management
 - Increase customer satisfaction:
 - Concentrate one effort to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:
 - Other: (list below)

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

- PHAGoal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)
- Turnkey III, SNAP, Project H.O.S. Rehabilitation**

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

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

- PHAGoal: 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:
(As of September 1, 2002, PHDEP no longer exists.)
1. The Housing Authority has a separate contract with a local security firm.
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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

- PHAGoal: Promote self -sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families:

- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.

- 1. Congregate Housing Services Program --elderly**
- Other:(list below)

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

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

Other PHA Goals and Objectives:(list below)

ANNUAL GOALS and OBJECTIVES FOR 10/1/2002 –9/30/2003

This Five -Year Agency Plan covers the fiscal year **2000-2004**. The goal and objectives for the Annual Year of 10/1/2002 –9/30/2003 are listed below.

The most recent PHAS score awarded to the Authority was a score of 97% thus giving the Authority the status of being a HUD -designated "High Performer." Therefore, the Authority has deemed it essential to maintain the original goals and objectives. The Authority is including five new goals and objectives.



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

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

Objectives:

1. VHA shall retain its status as a high performer during FYE 2003.

2. The Housing Authority anticipates maintaining a waiting list of sufficient size so that it can fill its public housing units within 15 days of their becoming vacant.
3. The Housing Authority's mission is to continue to maintain its rent collection in the 95% range or above over the next five years.
4. The Housing Authority's mission is to continue to sustain its occupancy rate of nothing less than 95% over the next five years.
5. The Housing Authority anticipates implementing its computerized inventory system no later than September 30, 2002.

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

Objectives:

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

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

Objectives:

1. The Vineland Housing Authority looks forward to its partnership with the City of Vineland in the City's efforts to rehabilitate current housing stock in downtown Vineland. The Authority projects it will rehabilitate one unit per year over the next five

years or in accordance with the City's ability to provide the housing stock for rehabilitation. These units will be targeted as homeownership properties.

2. The Vineland Housing Authority is planning to sell its remaining Turnkey III Homeownership stock currently comprised of 8 single dwelling units within the next five years.
3. In conjunction with the Authority's non-profit, known as the Vineland Housing Development Corporation, the Vineland Housing Authority anticipates constructing three new single dwelling units each year for the next five years for private homeownership without public housing development funds. The Authority believes that – in all probability – the construction of these units may span a time period of between October 1, 2000 and September 30, 2004. The Authority foresees assisting a total of 15 families and moving them from Vineland Housing Authority rental units into homeownership properties. Achievement of this goal will depend upon finding qualified homebuyers.

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

Objectives:

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

family sites. The Authority anticipates allocating funds for this option of the grant according to the availability of overall program funds.

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

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

Objectives:

1. The Housing Authority plans to continue its occupancy of 40% or more of families, whose incomes do not exceed 30% of the Area Median Income (AMI).
2. The Authority anticipates, to the extent possible with the availability of applicants with the appropriate income, being able to continue to maintain an equal balance and variety of incomes of residents below the 30% of the Area Median Income thereby reducing the possibility of taking further action regarding deconcentration.

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

Objectives:

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

4. The Housing Authority anticipates mixing its public housing development populations as much as possible with respect to ethnicity, race, and income in accordance with its Occupancy Policy.

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

Objectives:

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

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

Proposals shall be submitted to the Department of Health and Human Services/Division on Aging in accordance with state rules and regulations. The number of program participants shall be projected in accordance with funds allocated to operate each annual program within budgetary constraints

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

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

Objectives:

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

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

Objectives:

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

4. The Authority anticipates providing summer youth activities for its family -site residents

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

Objective:

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

EVALUATION OF ANNUAL GOALS AND OBJECTIVES: FYE 2001

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

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

THE EVALUATION TOOL :

The evaluation of the successes and/or failures of the Housing Authority in meeting its goals and objectives for the second Annual Plan (2000 -2001) is shown on the chart entitled, " FISCAL YEAR -2001 – A CHIEVEMENT OF GOALS AND OBJECTIVES OF AGENCY PLAN -SUBMITTED 7 -2001". The method of evaluating the successes or failures rate has been translated and recorded as a (%) percent.

The evaluation can be found in Attachment "A" – Progress Report on Goals and Objectives Submitted in the 7-2001 Agency Plan (File name: nj063a01).

PHAS SCORE FOR FYE: 9/30/2001 WAS..... 97

SEMAP SCORE FOR FYE: 9/30/2001 WAS.....84

DEVIATIONS FROM ORIGINAL GOALS & OBJECTIVES.....NONE

AnnualPHAPlan
PHAFiscalYear2003
[24CFRPart9 03.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

StandardPlan

StreamlinedPlan:

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

TroubledAgencyPlan

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ProvideabriefoverviewoftheinformationintheAnnualPlan,includinghighlightsofmajorinitiatives anddiscretionarypoliciesofthePHAhasincludedintheAnnualPlan.

The passage of the National Housing Act in 1934 was implemented as a national initiative that has been the cornerstone of government answering a fundamental need for clean, safe housing for those Americans requiring housing assistance.

This same challenge continues into the millennium. As long as there is the fundamental need, public housing will play a vital role in meeting the needs of residents and the needs of the community.

The Vineland Housing Authority believes that public housing is more than just "the projects." Our housing stock is **home** to our residents. The Vineland Housing Authority welcomed the opportunity to develop its Five-Year Agency Plan in 2000. In July 2002, the Authority will submit its **third** Annual Plan; and the administration is no less committed to the challenges of the new fiscal year as it was to the previous fiscal year. The administration and the Board of Commissioners are committed to having the Vineland Housing Authority be a leader in providing public housing by developing new, affordable housing units for the low- to middle-income residents of Vineland.

When submitting the **third** Annual Plan, the PHA must address the issue of achievement or the issue of failing to achieve goals and objectives, which were outlined in the previous Annual Plan.

One important supplemental chart in the Authority's Five-Year Agency Plan is one entitled, "Fiscal Year 2001 Agency Submission Progress Report on Achievement and Objectives of Agency Plan submitted 7-2001". This single chart reiterates the goals and objectives developed in the **second** Annual Plan. The method of evaluating the success or failure rate was translated and recorded as a percent.

During 2000/2001, there were no significant deviations from the original goals and objectives outlined in the first Agency Plan.

The Public Housing Assessment System score, also known as PHAS, supports the evaluation recorded in this chart. The Vineland Housing Authority was awarded the score of **97%** out of 100%. As a result of this score, the Vineland Housing Authority was designated as a Department of Housing and Urban Development "High Performer."

First, the Vineland Housing Authority is committed to providing safe, clean housing with in its jurisdiction. Second, the Authority is committed to increasing affordable units where possible by working with city government and the Authority's affiliate, a non-profit entity. In addition, the Authority is supportive of services for the elderly and disabled persons and services that support and encourage family self-sufficiency.

With the cooperation of the administrative staff, in conjunction with the Resident Advisory Board, and with the approval of its Board of Commissioners, **the Authority hereby incorporates its 10/1/2002-9/30/2003 Annual Plan into its Five Year Agency Plan (2000-2004).**

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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

Table of Contents

	<u>Page#</u>
Annual Plan	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	Section#1
2. Financial Resources	Section#2
3. Policies on Eligibility, Selection and Admissions	Section#3
4. Rent Determination Policies	Section#4
5. Operations and Management Policies	Section#5
6. Grievance Procedures	Section#6
7. Capital Improvement Needs	Section#7
8. Demolition and Disposition	Section#8
9. Designation of Housing	Section#9
10. Conversions of Public Housing – Analysis Only	Section#10
11. Homeownership	Section#11
12. Community Service Programs – Repeal of Requirement	Section#12
13. Crime and Safety	Section#13
14. Pets (Inactive for January 1 PHAs)	Section#14
15. Civil Rights Certifications (included with PHA Plan Certifications)	Section#15
16. Audit	Section#16
17. Asset Management	Section#17
18. Other Information	Section#18

Attachments

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

Required Attachments:

- Attachment "A" -- Progress Report on Goals & Objectives Submitted in the 7- 2001 Agency Plan --(nj063a01)
- Attachment "B" -- Deconcentration Policy --(nj063b01)
- Attachment "C" -- FY2002 Capital Fund Program Annual Statement --(nj063c01)
- Most recent board -approved operating budget (Required Attachment for PHA that are troubled or at risk of being designated troubled ONLY)
- Attachment "F" -- Drug Elimination Statement --(nj063f01)
- Attachment "G" -- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) --(nj063g01)
- Attachment "H" -- Listing of Resident Advisory Board Members --(nj063h01)
- Attachment "I" -- Resident Membership of the Governing Body --(nj063i01)
- Attachment "J" -- Pet Policy --(nj063j01)
- Attachment "K" -- Implementation of Public Housing Resident Community Service Requirements --Repeal --(nj063k01)
- Attachment "L" -- Conversion Analysis Statement --(nj063l01)
- Attachment "M" -- Admissions and Occupancy Policy --(nj063m01)
- Attachment "N" -- \$25 Operating Subsidy Funds for Resident Participation Activities (nj063n01)

Optional Attachments :

- Attachment "D" -- PHA Management Organizational Chart --(nj063d01)
- Attachment "E" -- FY2002 Capital Fund Program 5 Year Action Plan --(nj063e01)

As instructed in PIH2000 -43 issued September 18, 2000, the Vineland Housing Authority will submit the originals of the forms listed below pertaining to the PHDEPT to HUD -Newark, NJ:

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

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans No Fair Housing violations as per latest audit (9/30/2001).
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources; 6/21/2002
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 certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies Resolution 2001 -19 N/A: Units number less than 100
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
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	Annual Plan: Operations

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD - approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs FY 2002
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 HOPEVI applications or, if more recent, approved or submitted HOPEVI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing N/A
X	Approved or submitted public housing home ownership programs/plans	Annual Plan: 1999 Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership N/A
X	Any cooperative agreement between the PHA and the TANF agency [06/02/95 with TANF]	Annual Plan: Community Service & Self - Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self - Sufficiency
N/A	Most recent self - sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHDEP) semi - annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention Most recent plans: 7/2002
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit 9/30/2001 - No Findings
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24CFR Part 903.79(a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Accessibility	Size	Location
Income ≤ 30% of AMI	1,992	4	3	4	3	2	2
Income > 30% but ≤ 50% of AMI	1,730	3	2	3	3	2	2
Income > 50% but < 80% of AMI	3,753	3	2	2	3	2	2
Elderly	87	3	2	2	2	2	2
Families with Disabilities	126	3	2	3	2	2	2
Race/Ethnicity (1)	5,696	3	2	3	2	2	2
Race/Ethnicity (2)	35,815	3	2	3	2	2	2
Race/Ethnicity (3)	12,271	3	2	3	2	2	2
Race/Ethnicity (4)	998	3	2	3	2	2	2

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

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: **1990 updated 1997**
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data

- Indicate year:
- Other housing market study
- Indicate year:
- Other sources: (list and indicate year of information)
- (a) U.S. Department of Housing & Urban Development
 - Ø CPD Consolidated Plan System
 - Ø Listing of Priority Needs
 - (b) Area Demographics and Labor Economic Demographics
 - (c) Community 2000 – HUD Community Planning
 - (d) VHA/CHAS Tenant Demographics (by site)
 - (e) VHA/CHAS Public Housing Waiting List
 - (f) VHA/CHAS Public Housing Rent Roll Report
 - (g) VHA/CHAS Section 8 Demographics & Waiting List Report
 - (h) Vineland Housing Authority Demographic & Statistical forms for Public Housing and Section 8
 - (i) Vineland-Millville-Bridgeton-Fairfield Consolidated Plan (listing of priority needs)
 - (j) City of Vineland Housing Element Report dated December 1999
 - (k) CHAS Table IC – All Households
 - Vineland City, New Jersey, 2002
 - Cumberland County 2002
 - Seamore about economy – industry composition 2/26/2002
 - U.S. Census Bureau – Cumberland County, New Jersey – 2/26/2002

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	271		99**
Extremely low income <= 30% AMI	170	63%	
Very low income (> 30% but <= 50%)	95	35%	

Housing Needs of Families on the Waiting List			
AMI)			
Low income (>50% but <80% AMI)	7	3%	
Families with children	107	40%	
Elderly families	164	62%	
Families with Disabilities	115	43%	
Race/ethnicity (1)	78	29%	
Race/ethnicity (2)	90	34%	
Race/ethnicity (3)	103	38%	
Race/ethnicity (4)	00	00%	
(1)Black,non -Hispanic;(2)White,non -Hispanic; (3)Hispanic;(4)Islander/American Indian			
Characteristics by Bedroom Size (Public Housing Only)			
0BR	148	55%	
1BR	16	6%	
2BR	20	08%	
3BR	54	20%	
4BR	31	12%	
5BR&6BR	2	.01%	
Child Support and Other 8030% Number of families on welfare 2811% 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)? 24 –(400 applicants) Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Elderly units/Large 4 -5 Bedroom units			

*Annual turnover represents the number of vacancies per year.

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

Housing Needs of Families on the Section 8 Waiting List	
Waiting list type: (select one)	
<input checked="" type="checkbox"/>	Section 8 tenant -based assistance

Public housing
 Combined Section 8 and public housing
 Public housing site -based or sub -jurisdictional waiting list (optional)
 If used, identify which development/sub -jurisdiction

	Number of Families	Percentage of Total Families	Annual Turnover
Waiting list total	147		45**
Extremely low income (<=30% AMI)	77	53%	
Very low income (>30% but <=50% AMI)	47	32%	
Low income (>50% but <80% AMI)	23	16%	
Families with children	101	69%	
Elderly families	7	5%	
Families with disabilities	17	12%	
Singles	12	9%	
Elderly	7	5%	
Disabled	19	13%	
Black/non-Hispanic	13	9%	
White/non-Hispanic	65	45%	
Hispanic	69	77%	
Other: Asian or Pacific Islander	0		
American Indian/Native Alaskan	0		
Characteristics by bedroom size: Public housing only			
1 Bedroom	23	16%	
2 Bedrooms	52	36%	
3 Bedrooms	55	38%	
4 Bedrooms	8	6%	
5 Bedrooms/6 Bedrooms	2	.02%	
Number of families on welfare	19	13%	

**Annual turnover represents the number of "vacancies" per year, which means move -ins
 Having 274 applicants remaining of the Waiting List, the Authority does not intend to open up for additional applicants.

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? (Opened 6/1&6/8: 1,303 applications taken)

Does the PHA expect to open the list in the PHA Plan year? No Yes

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

C.Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for alleligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -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 housing
- Pursue housing resources other than public housing or Section 8 tenant -based assistance.
- Other: (list below)
 - a. **Sell remaining Turnkey III Homeownership units to VHA residents**
 - b. **Work with a non -profit**
 - c. **Work with city government to rehabilitate units within SNAP area**

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

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

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 tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special purpose voucher targeted to the elderly, should they become available
- Other: (list below)
- Congregate Housing Services Program – DHHS (Dept. of Health & Human Services)**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special purpose 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,

publichousingcapitalimprovements,publichousingsafety/security,publichousing supportiveservices, Section8tenant -basedassistance,Section8supportiveservicesorother.

FinancialResources: PlannedSourcesandUses		
Sources	Planned\$	PlannedUses
1. FederalGrants(FY2000grants)		
a) PublicHousingOperatingFund	\$1,085,738	PublicHousingOperations
b) PublicHousingCapitalFund	1,180,700	PublicHousingOperations
c) HOPEVIRevitalization		
d) HOPEVIDemolition		
e) AnnualContributionsforSection 8Tenant -BasedAssistance	1,470,362	Section8HousingAssistance
f) PublicHousingDrugElimination Program(includinganyTechnical Assistancefunds)		
g) ResidentOpportunityandSelf - SufficiencyGrants	42,778	FamilySelf -Sufficiency
h) CommunityDevelopmentBlock Grant		
i) HOME		
OtherFederalGrants(listbelow)		
2.Pri orYearFederalGrants (unobligatedfundsonly)(list below)		
3.PublicHousingDwellingRental Income	\$1,773,260	PublicHousingOperations
4.Otherincome (listbelow)		
5.Non -federalsources (listbelow)		
Int erestIncome	\$225,000	PublicHousingOperations
Totalresources	\$5,777,838	Administration,management operations,andmaintenance

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

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

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

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

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

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

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

(2) Waiting List Organization

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

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

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

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

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

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

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

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists? **PHA and Section 8**

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

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

In what circumstances will 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) **-if handicapped unit is required**

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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 admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

#1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration Policy – For additional information regarding VHA's Deconcentration Policy, please refer to Attachment "B" – Deconcentration Policy – (File Name: nj0 63b01).

- a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?
- b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next questions.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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

- Adoption of site-based waiting lists
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and 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 of a reduction 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 and drug -related activity only to the extent required by law or regulation
- Criminal and drug -related activity, more extensively than required by law or regulation
- More general screening than criminal and drug -related activity (list factors below)
- Other (list below)

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

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

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

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

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

#1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families

- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 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. 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. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
(through Section 8 Administrative Plan)
- The PHA requests approval for this preference through this PHA Plan

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

b. How does the PHA announce the availability of any special purpose section 8 program to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

3. If yes to question 2, list these policies below : **N/A**

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

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

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

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

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

- Fixed percentage (other than general rent -setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rentre -determinations:

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

- Never
- At family option
- 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.)

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

B. Section 8 Tenant -Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies .

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	613	99
Section 8 Vouchers	321	25
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificate s/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs (list individually)		
Family Self -Sufficiency	36	7

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
 - a. **VHAMaintenanceManual**
 - b. **Contract with vendor to prevent pest infestations**
- (2) Section 8 Management: (list below)

6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA 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 24 CFR 982?

If yes, list additions 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

[24 CFR Part 903.79(g)]

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

A. Capital Fund Activities

Exemptions from sub -component 7A: PHA 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 Plant template **OR**, at the PHA's option, by completing and attaching a properly updated HUD -52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment **-nj063c01**.

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert 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 **--nj063e01**.

-or-

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

B. 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 HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

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

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

6. Coverage of activity (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.79(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.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	
Occupancy by only the elderly	<input type="checkbox"/>
Occupancy by families with disabilities	<input type="checkbox"/>
Occupancy by only elderly families and families with disabilities	<input type="checkbox"/>
3. Application status (select one)	
Approved; included in the PHA's Designation Plan	<input type="checkbox"/>
Submitted, pending approval	<input type="checkbox"/>
Planned application	<input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:	<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

[24CFR Part 903.79(j)]

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

See Attachment "L" – Conversion Analysis Statement – (File Name: nj063101)

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)

<input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

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

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

11. Homeownership Programs Administered by the PHA

[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 on each activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	Turnkey III Homeownership program
1b. Development (project) number:	NJ063-03, -08, -09, -10, -15, and -16
2. Federal Program authority:	<input type="checkbox"/> HOPEI <input type="checkbox"/> 5(h) <input checked="" type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	<input checked="" type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	06/04/1974
5. Number of units affected:	
6. Coverage of action: (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

25 or fewer participants

- 26- 50participants
- 51to100participants
- morethan100participants

b.PHA -establishedeligibilitycriteria

Yes No: WillthePHA'sprogramhaveeligibilitycriteria forparticipationin itsSection8HomeownershipOptionprograminadditiontoHUD criteria?

Ifyes,listcriteriabelow:

12. PHA Community Service and Self -sufficiency Programs

[24CFRPart903.79(l)]

ExemptionsfromComponent12:Highperformingand smallPHAsarenotrequiredto completethis component.Section8 -OnlyPHAsarenotrequiredto completesub -componentC.

See Attachment "K" -Public Housing Resident Community Service Requirement -Repeal -(FileName:nj063k01)

A.PHA Coordination with the Welfare (TANF) Agency

1.Cooperativeagreements:

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

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

2.OthercoordinationeffortsbetweenthePHAandTANFagency(selectallthat apply)

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaged 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)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	39	39 (as of 6/30/02)

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)

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

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

13.PHASafetyandCrimePreventionMeasures

[24CFRPart903.79(m)]

ExemptionsfromComponent13:HighperformingandsmallPHAsnotparticipatinginPHDEPand Section8OnlyPHAsmayskipcomponent15.HighPerformingandsmallPHAs that are participatinginPHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

A.Needformeasurestoensurethesafetyofpublichousingresidents

1.Describetheneedformeasurestoensurethesafetyofpublichousingresidents

(selectallthatapply)

- Highincidenceofviolentand/or drug -relatedcrimeinsomeorallofthePHA's developments
- Highincidenceofviolentand/or drug -relatedcrimeintheareassurroundingor adjacenttothePHA'sdevelopments
- Residentsfearfulfortheirsafetyand/orthesafetyoftheirchildren
- Observed lower-levelcrime,vandalismand/orgraffiti
- Peopleonwaitinglistunwillingtomoveintooneormoredevelopmentsdueto perceivedand/oractuallevelsofviolentand/or drug -relatedcrime
- Other(describellow)

2.WhatinformationordatadidthePHAusedtodeterminetheneedforPHAactions toimprovesafetyofresidents(selectallthatapply).

- Safetyandsecuritysurveyofresidents
- Analysisofcrimestatisticsovertimefor crimescommitted“inandaround” publichousingauthority
- Analysisofcosttrendsovertimeforrepairofvandalismandremovalofgraffiti
- Residentreports
- PHAemployeereports
- Police reports
- Demonstrable,quantifiablesuccesswithpreviousorongoinganticrime/anti drugprograms
- Other(describellow)

3.Whichdevelopmentsaremostaffected?(listbelow)

**NJ63 -04 –AxtellEstates;NJ63 -03,08,0 9,10,15,16 –ScatteredSites
NJ63 -01A –ParkviewApts.,NJ63 -02 –TarkilnAcres**

B.CrimeandDrugPreventionactivitiesthePHAhasundertakenorplansto undertakeinthenextPHAfiscalyear

1.ListthecrimepreventionactivitiesthePHAhasundertakenorplanstoundertake: (selectallthatapply)

- Contracting without outside and/or resident organizations for the provision of crime-and/or drug -prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

**NJ63 -04 –Axtell Estates; NJ63 -03,08,09,10,15,16 –Scattered Sites
NJ63 -01A –Parkview Apts., NJ63 -02 –Tarkiln Acres**

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHA eligible for FY2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

See Attachment “F” –Drug Elimination Statement –(File Name: nj063f01)

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY2002 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment

14. RESERVED FOR PET POLICY

[24CFR Part 903.79(n)]

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

ThePetPolicyhasbeenmadeapartoftheOccupancyPolicy.

15.CivilRightsCertifications

[24CFRPart903.79(o)]

CivilrightscertificationsareincludedinthePHAPlanCertificationsofCompliancewiththePHAPlansandRelatedRegulations. **Yes**

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.PHAAssetManagement

[24CFRPart903.79(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
- Privatemanagement
- Development-basedaccounting
- Comprehensivestockassessment
- Other:(listbelow)

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

For a current listing of RAB members, please refer to Attachment "H" – Listing of Resident Advisory Board Members – (File name: nj063h01)

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

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

Attached at Attachment (Filename)
Attachment "G" Comments of Resident Advisory Board (Filename: nj063g01)

Provided below:

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

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

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

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
 - Any head of household receiving PHA assistance
 - Any adult recipient of PHA assistance
 - Any adult member of a resident or assisted family organization
 - Other (list)

- c. Eligible voters: (select all that apply)
- All adult recipients of PHA assistance (public housing and section 8 tenant based assistance) -
 - Representatives of all PHA resident and assisted family organizations
 - Other (list)

d. Appointed Resident Board Members:

One (1) Board member is appointed by the governor of the State of NJ
Five (5) Board members are appointed by City Council
One (1) Board member is appointed by the Mayor

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

Vineland-Millville-Bridgeton-Fairfield Consortium --1999

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

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

Increase affordable housing units:

- (a) through the selling of three Turnkey III homeownership units**
- (b) through rehabilitating older homes as provided by City government**
- (c) through the construction of three homes upon vacant land as land becomes available through transfer of deed from the City to the VHA.**

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

- (a) participates with the Vineland Housing Authority and includes the Authority in the design of the Consolidated Plan**
- (b) Provides vacant land to the Authority for the construction of new homeownership units**
- (c) Provides older homes in SNAP area for the VHA to rehab for either rental or homeownership**

D. Other Information Required by HUD

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

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

- 1. Attachment "H" – Listing of Resident Advisory Board Members – nj063h01**

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

- 1. Attachment "A" – Progress Report on Goals and Objectives Submitted in the 7 -2001 Agency Plan --nj063a01**
- 2. Attachment "I" – Resident Membership of the Governing Body –**

nj063i01

3. Attachment“J” –PetPolicy -- nj063j01

**4.Attachment“K” –ImplementationofPublicHousingResident
CommunityServiceRequirements –Repeal --nj063k01**

Attachments

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

The following is a sequential list of **all attachments** (required and optional) submitted with the Vineland Housing Authority's Five -Year Agency Plan [2002 -2006]:

Attachment	Description	FileName
A	Progress Report on Goals & Objectives Submitted in the 7-2001 Agency Plan	nj063a01
B	Deconcentration Policy	nj063b01
C	FY2002 Capital Fund Program Annual Statement	nj063c01
D	PHAM Management Organizational Chart	nj063d01
E	FY2002 Capital Fund Program Five -Year Action Plan	nj063e01
F	Drug Elimination Statement	nj063f01
G	Comments of Resident Advisory Board	nj063g01
H	Listing of Resident Advisory Board Members	nj063h01
I	Resident Membership of the Governing Body	nj063i01
J	Pet Policy	nj063j01
K	Implementation of Public Housing Resident Community Service Requirements –Repeal	nj063k01
L	Conversion Analysis Statement	nj063l01
M	Admissions and Occupancy Policy	nj063m01
N	\$25 Operating Subsidy Funds for Resident Participation Activities	nj063n01

As instructed in PIH2000 -43 issued September 18, 2000, the Vineland Housing Authority will submit the originals of the forms listed below pertaining to the PHDEPT to HUD -Newark, NJ:

- ◆ Attachment“Form HUD -50070, Certification for a Drug -Free Workplace
- ◆ Form HUD50071, Certification of Payments to Influence Federal Transactions
- ◆ Standard Form SF -LLL and SF -LLL a, Disclosure of Lobbying Activities (where applicable)

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

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

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

**AnnualStatement
CapitalFundProgram(CFP)Part III: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)
Total estimated cost over next 5 years					

FISCAL YEAR 2001 AGENCY SUBMISSION
 PROGRESS REPORT ON ANNUAL PLAN 2001
 ACHIEVEMENT and OBJECTIVES OF AGENCY PLAN SUBMITTED 7-2001

Attachment "A"
Progress Report on Goals & Objectives Submitted in the 7/2001 Agency Plan
(FileName: nj063a01)

GOALS & OBJECTIVES	Percent Met
Goal#1: Manage PHA efficiently and effectively -qualifying as a "standard performer:"	
Recognized as a "high performer" PHAScore for FYE 9/30/01 = 97%	100%
Maintaining sufficient waiting list for 15 day turn around (17 days as of 9/30/01) = "A"	89%
Maintain rent collection at 95% (Uncollected rent was less than 1% for FY 9/30/01)	100%
Continue to sustain occupancy not less than 95% (Actual vacancy rate -.0001% for 9/30/01)	100%
Implementing computerized inventory system by 9/30/2004 (On target)	
Goal#2: Improve the quality of its assisted housing stock:	
Expected to improve PHAScore	100%
Anticipated improving SEMAP score	100%
Modernization activities on public housing units -5Yr. Comp Grants (grant[s] closed early)	9/30/01
Performance of additional HQS inspections (family and scattered units)	100%
Performance of additional HQS inspections (elderly sites)	100%
Goal#3: Assist community residents with availability of affordable housing:	
Rehabilitating units in conjunction with City of Vineland (Units not provided to VHA)	N/A
VHA sale of Turnkey III properties (VHA sold 3 units) and project is on target	100%
In conjunction with Non-Profit construct Homeownership Units : (FOR 9/30/01)	N/A
Goal#4: Providing safe/secure environment by increasing security surveillance -2 sites:	
Installation of security cameras (Olivio Towers & Kidston Towers)	50%
Provision of "foot patrol" in two garden-style apartments	100%
Development of "silent neighborhood crimewatch"	100%
Use of continued funds for Drug Elimination Program VPD support	100%
Continued enforcement of "One Strike and You're Out" Policy: (action documented)	100%
Continued "background checks" on all new applicants (action documented)	100%
Goal#5: Improve quality of life and economic vitality by improving living environment:	
Occupancy of 40% or more families is in effect (documented)	100%
Maintaining equal balance of incomes of residents below the 30% of AMI (documented)	100%
Achievement Chart -Page 8	

Goal#6:Missiontoensureequalopportunitytofurtherehousing:		
Eligibleapplicantsrequiredtoattendoneorientationprogramprioroadmissions (onfile)		100%
Goal#7:Missiontopromoteself-sufficiencyofadults,youthsandelderly/disabled:		
TopromoteSection8FamilySelf-SufficiencyProgram		
*Average#ofprogramparticipantswasanaverageof: (36participants)		99%
*Numberofcurrentprogramparticipantswhoareescrowingfunds: averageof (28)		78%
Theprovisionofacomprehensivereferralsystemforemploymentopportunities (onfile)		100%
Continuedefforttoprovideeducationalclasses (documented)		100%
Continuedtoprovidecomputerlearningcenteravailabilityfor4-daysperweek		100%
ContinuedsupportingCongregateServicesProgramtodistributeelderlyhomeservices		100%
ContinuedwritingofproposalsforCSPandacquiringadequatefunds -definedbyDHHS		100%
MaintainingfullyfunctioningResidentAdvisoryBoard - (18activemembers -2001)		100%
Goal#8:TocontinuetooperatePHAINafiscallyprudentmanner:		
Incomeexceedsexpenses (documented)		100%
Operatingreservesatleastatthe80%levelduringcurrentreportingperiod (onfile)		100%
ContinuetoinvestreservesaccordingtoInvestmentPolicy (documented)		100%
Goal#9:Toacquireanadditional50ChoiceVouchersthrutheSection8Program		
ReceivedVouchers -10/2001(Forleaseupby9/30/2002)		100%
Goal#10:ObtainManual,trainstaff,&completeUPCSInspection		
Obtainedmanual,computerizedsystem,trainedstaff,andcompleteUPCSinspectioninFY		100%

EXPLANATION:

- (a) **Installationofcameras** : Furtherinstallationisbeingscheduled.
- (b) **Silentneighborhoodcrimewatch** :Residentsprefertocallpoliceanonymouslyforfearof reprisals.VinelandPoliceDepartmentcloselyinterfaceswithVHAstaffandDEPinvestigator.
- (d) **Escrowaccounts** :Accountsareslowlyincreasinginnumbers,butescrowamountsin dollarstotaled\$88,488.66amongallprogramparticipants.

Attachment “B” – Deconcentration Policy – (File Name: nj063b01)

Deconcentration Policy

INTRODUCTION

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that the Authority adopt policies and procedures governing the deconcentration of very low -income families and income mixing as required by section 10(a)(3)(B) of the 1937 Housing Act. To implement this requirement, the Authority will compare the relative incomes of each development occupied predominantly by families with children. A development with more than 50% of its occupants being families with children shall be considered to fall under this policy.

The goal of this policy is to create mixed -income communities and lessen the concentration of very low -income families within the Authority’s public housing developments through admissions practices designed to bring in higher income tenants to lower income developments and lower income tenants into higher income developments.

The Deconcentration Policy is intended to work in conjunction with the Authority’s annual income targeting requirements. The Policy requires that 40% of all new admissions to public housing developments during a fiscal year must be residents whose household income, at the time of admission, is equal to or lower than 30% of the Area Median Income. This “income targeting” requirement is separate from the Deconcentration Policy, which is comparative in nature.

DEFINITIONS

The following definitions are provided in order to clearly and define the affected developments and families under this Deconcentration Policy.

PHA-Wide Average Household Income: The average annual household income of all residents of all developments with more than 50% of its occupants being families with children.

Development Average Household Income: The average annual household income of all residents of a specific development with more than 50% of its occupants being families with children.

Higher Income Development: A development where the Development Average Household Income is greater than 120% of the PHA -Wide Average Household Income.

Lower Income Development: A development where the Development Average Household Income is less than 80% of the PHA -Wide Average Household Income.

Higher Income Family: A family whose annual household income is greater than 120% of the PHA -Wide Average Household Income.

VINELAND HOUSING AUTHORITY

Lower Income Family: A family whose annual household income is less than 80% of the PHA -Wide Average Household Income.

TESTING

In order to achieve and maintain deconcentration, the Authority will calculate the PHA -Wide Average Household Income for all developments with 50% or more of its occupants being families with children on at least an annual basis. At the same time, the Authority will calculate the Development Average Household Income for each development with 50% or more of its occupants being families with children. The results shall be documented as follows:

- a) If the Development Average Household Income for a particular development is greater than 120% of the PHA -Wide Average Household Income, then that development shall be identified as a High -Income Development.
- b) If the Development Average Household Income for a particular development is less than 80% of the PHA -Wide Average Household Income, then that development shall be identified as a Low -Income Development.

Testing can be run more frequently to determine the effectiveness of various initiatives employed to achieve deconcentration.

CORRECTIVE ACTION

Once a development has been identified as a High -Income Development or a Low -Income Development, the Authority will define and communicate specific procedures to be employed with the goal of achieving deconcentration. It is the goal of the Authority to generally increase the level of income for residents of public housing, create more stratified developments, and obtain agency self sufficiency, therefore; the Deconcentration Policy shall not be employed to be counterproductive to that goal. In addition, the policy will, under no circumstances, be employed through steering or in any way reducing the choice in residence of the individual family.

In order to correct a concentrated development, the Authority will, to the greatest extent possible, provide incentives to promote a Lower -Income Family to select a Higher -Income Development and to promote a Higher -Income Family to select a Lower -Income Development.

Procedures to be employed in the development of a corrective action plan may include:

- a) Incentives to select particular developments.
- b) Payment Plans for deposits.
- c) Flexibility in move -in dates.

Since it is impossible to design a policy that will address every scenario, the Authority will, upon the identification of a need to deconcentrate, develop a specific Action Plan that will be included in the Annual Plan update.

Annual Statement/Performance and Evaluation Report Attachment "C" – FY2002 Capital Fund Program Annual Statement
–(File Name: nj063c01)
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PH Name: The Housing Authority of the City of Vineland	Grant Type and Number Capital Fund Program Grant No: NJ39P06350102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
---	--	-------------------------------------

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

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non -CFPFunds				
2	1406 Operations	\$41,075.00			
3	1408 Management Improvements	\$85,000.00			
4	1410 Administration	\$108,000.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$61,256.00			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$852,169.00			
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	1499 Development Activities				
19	1501 Collateralization Expenses or Debt Service				
20	1502 Contingency	\$57,916.00			
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$1,205,416.00			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of line 21 Related to Security -- Hard Costs				
26	Amt. of line 21 Related to Energy Conserv. Measures				

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 Vineland		Grant Type and Number Capital Fund Program Grant No: NJ39P06350102 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	
H.A. Wide	Operations:	1406						
	Various Projects			\$41,075.00				
	SUBTOTAL	1406		\$41,075.00				
H.A. Wide	Mgmt. Improvements:	1408						
	Soft Costs							
	Computer Trng. For Staff			\$7,500.00				
	Funding for Drug Program.			\$60,000.00				
	Hard Costs							
	Upgrade Computer Hardware			\$8,750.00				
	Purchase Computer Software			\$8,750.00				
	SUBTOTAL	1408		\$85,000.00				
H.A. Wide	Administration:	1410						
	Part'l Pymt Var Sal related to CFP			\$108,000.00				
	SUBTOTAL	1410		\$108,000.00				
H.A. Wide	Fees & Costs:	1430						
	Architectural & Engineering Fees			\$61,256.00				
	SUBTOTAL	1430		\$61,256.00				
	Mechanical & Electrical	1460						
63-2 TARKILN ACRES	Upgrade Electric Panel Boxes			\$80,000.00				
63-4 AXTELL ESTATES	Replace Circuit Breaker Panels			\$35,788.00				

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 Vineland		Grant Type and Number Capital Fund Program Grant No: NJ39P06350102 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	
	(Continued on Following Page)							
	(Continued from Previous Page)							
	Building Exterior							
63-1a PARKVIEW APTS.	Roof Replacement			\$61,535.00				
63-2 TARKILN ACRES	Replace Gutters & Downspouts			\$102,000.00				
63-6 KIDSTON TOWERS	Replace Balcony Handrails & Panels			\$120,000.00				
	Dwelling Units							
63-4 AXTELL ESTATES	Paint Unit Interiors			\$151,536.00				
63-4 AXTELL ESTATES	Install Brick Veneer / Site Work			\$270,310.00				
63-5 SCATTERED SITES (Rentals)	Various Projects			\$10,000.00				
63-18 SCATTERED SITES (Rentals)	Various Projects			\$10,000.00				
63-19 SCATTERED SITES (Rentals)	Various Projects			\$11,000.00				
	SUBTOTAL	1460		\$852,169.00				
	Contingency	1502						
	Various Projects			\$57,916.00				
	SUBTOTAL	1502		\$57,916.00				
	TOTAL 2002 CFP GRANT			\$1,205,416.00				

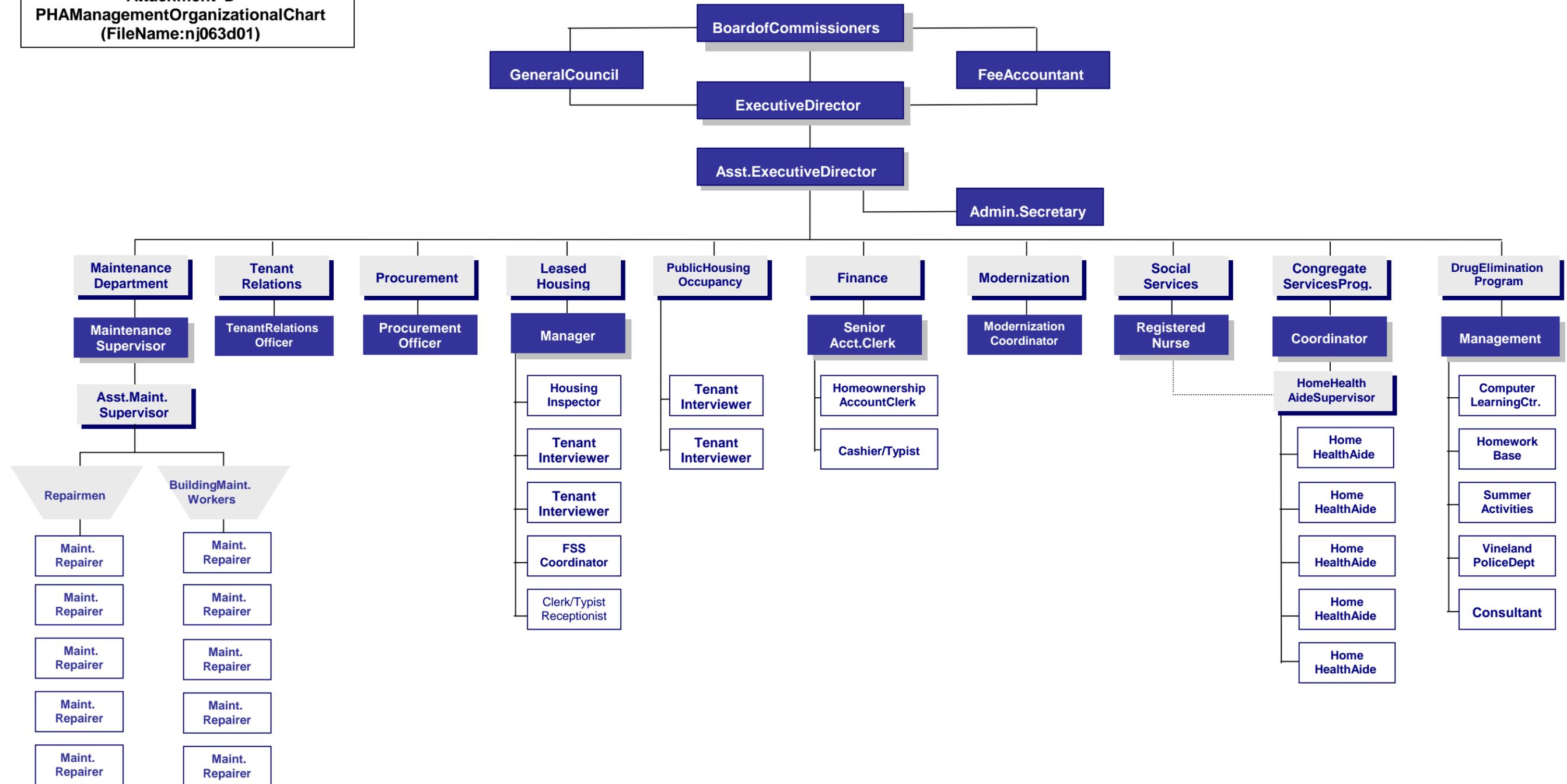
Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHAName: The Housing Authority of the City of Vineland		Grant Type and Number Capital Fund Program No: NJ39P06350102 Replacement Housing Factor No:					Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
H.A. WIDE	10/03				10/05			
NJ63 -1a PARKVIEW APTS.	10/03				10/05			
NJ63 -2, TARKILNACRES	10/03				10/05			
NJ63-4 AXTELLESTAE S	10/03				10/05			
NJ63 -5, SCAT.SITE (Rentals)	10/03				10/05			
NJ63 -6, KIDSTON TOWERS	10/03				10/05			
NJ63 -18, SCAT.SITE (Rentals)	10/03				10/05			
NJ63 -19, SCAT.SITE (Rentals)	10/03				10/05			

Housing Authority of the City of Vineland

Organization Chart

Attachment "D"
PH Management Organizational Chart
(FileName: nj063d01)



CapitalFundProgramFive -YearActionPlanAttachment“E”
PartI:SummaryFive

–FY2002CapitalFundProgram
-YearActionPlan –(FileName:nj063e01)

PHAName: TheHousing Authority oftheCityofVineland		Locality:(City,County&State) Vineland,CumberlandCounty,NewJersey		<input checked="" type="checkbox"/> Original5 -YearPlan <input type="checkbox"/> RevisionNo:	
DevelopmentNumber/Name/ HA-Wide	YearONE Annual Statement FFYGrant: 02	YearTWO WorkStatement FFYGrant: 03 PHAFY: 2002/2003	YearTHREE WorkStatement FFYGrant: 04 PHAFY: 2003/2004	YearFOUR WorkStatement FFYGrant: 05 PHAFY: 2004/2005	YearFIVE WorkStatement FFYGrant: 06 PHAFY: 2005 /2006
H.A.WIDE (Operations)		\$58,056.00	\$29,086.00	\$37,279.00	\$13,244.00
H.A.WIDE (Mgmt.Improvements)		\$72,739.00	\$72,739.00	\$72,739.00	\$72,739.00
H.A.WIDE (Administration)		\$108,000.00	\$108,000.00	\$108,000.00	\$108,000.00
H.A.WIDE (Fees&Cos ts)					
NJ63 -1a,PARKVIEWAPTS.		\$116,780.00		\$160,890.00	\$68,000.00
NJ63 -1b,D’ORAZIOTERR.		\$76,000.00	\$175,000.00		\$145,000.00
NJ63 -2,TARKILNACRES		\$372,872.00	\$318,158.00		
NJ63 -3,SCAT.SITE(TurnkeyIII)					
NJ63 -4,AXTELLESTATES					\$402,000.00
NJ63 -5,SCAT.SITE (Rentals)		\$21,250.00	\$81,000.00	\$237,500.00	
NJ63 -6,KIDSTONTOWERS		\$56,750.00	\$100,000.00	\$32,575.00	
NJ63 -8,SCAT.SITE(TurnkeyIII)					
NJ63 -9,SCAT.SITE(TurnkeyIII)					
NJ63 -10,SCAT.SITE(TurnkeyIII)					
NJ63 -14OLIVIOTOWERS		\$138,250.00	\$75,000.00	\$40,000.00	
NJ63 -15,SCAT.SITE(TurnkeyIII)					
NJ63 -16,SCAT.SITE(TurnkeyIII)					
NJ63 -18,SCAT.SITE (Rentals)		\$28,392.00	\$75,000.00	\$120,000.00	\$300,000.00
NJ63 -19,SC AT.SITE (Rentals)		\$59,894.00	\$75,000.00	\$300,000.00	
H.A.WIDE (Contingency)		\$96,433.00	\$96,433.00	\$96,433.00	\$96,433.00
TotalCFPFunds(Est.)		\$1,205,416.00	\$1,205,416.00	\$1,205,416.00	\$1,205,416.00
TotalReplacementHousingFactor Funds					

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

Activities for Year ONE 2002	Activities for Year TWO FFY Grant: 2003 PHAFY: 2002/2023			Activities for Year THREE FFY Grant: 2004 PHAFY: 2003/2004		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	NJ63 -1a, PARKVIEW WPTS.			NJ63 -1a, PARKVIEW WPTS.		
	1450 Site:			No Work		
	Miscellaneous Site Improvements		\$48,780.00			
	1460 Mechanical & Electrical:					
	Convert from Elec. to Gas Heat		\$68,000.00			
	Parkview Total for Year TWO		\$116,780.00	Parkview Total for Year THREE		No Work

Activities for Year ONE 2002	Activities for Year FOUR FFY Grant: 2005 PHAFY: 2004/2005			Activities for Year FIVE FFY Grant: 2006 PHAFY: 2005/2006		
	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name/General Description of Major Work Categories	Quantity	Estimated Cost
	NJ63 -1a, PARKVIEW WPTS.			NJ63 -1a, PARKVIEW WPTS.		
	1460 Building Exterior:			1460 Mechanical & Electrical:		
	Porch Renovations		\$88,570.00	Repair/Replace Crawl Space Piping		\$68,000.00
	1460 Dwelling Unit Interiors:					
	Paint Unit Interiors		\$18,750.00			
	1470 Site - Wide Facilities:					
	Inst. Crawl Space Acc. Drs. & New Lighting		\$53,570.00			
	Parkview Total for Year FOUR		\$160,890.00	Parkview Total for Year FIVE		\$68,000.00

**CapitalFundProgramFive -YearActionPl an
PartII:SupportingPages —WorkActivities**

Activities for YearONE 2002	ActivitiesforYearTWO FFYGrant: 2003 PHAFY: 2002/2003			ActivitiesforYearTHREE FFYGrant: 2004 PHAFY: 2003/2004		
	DevelopmentNumber/Name/GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost	DevelopmentNumber/Name/GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost
	NJ63 -18,SCATTEREDSITE (Rentals)			NJ63 -18,SCATTEREDSITE (Rentals)		
	1460Mechanical&Electrical:			1460Mechanical&Electrical		
	VariousProjects		\$2,017.00	UpgradeHeatingSystems&H.W.Heaters		\$75,000.00
	1460BuildingExterior:					
	VariousProjects		\$25,950.00			
	1465.1DwellingEquipment:					
	ReplaceStoves		\$425.00			
	Scat.Site(NJ63 -18)TotalforYearTWO		\$28,392.00	Scat.Site(NJ63 -18)TotalforYearTHREE		\$75,000.00

Activities for YearONE 2002	ActivitiesforYearFOUR FFYGrant: 2005 PHAFY: 2004/2005			ActivitiesforYearFIVE FFYGrant: 2006 PHAFY: 2005/2006		
	DevelopmentNumber/Name/GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost	DevelopmentNumber/Name/GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost
	NJ63 -18,SCATTEREDSITE (Rentals)			NJ63 -18,SCATTEREDSITE (Rentals)		
	1460DwellingsUnits:			1460Mechanical&Electrical		
	RenovateKitchens		\$120,000.00	UpgradeSepticSystems		\$300,000.00
	Scat.Site(NJ63 -18)T otalforYearFOUR		\$120,000.00	Scat.Site(NJ63 -18)TotalforYearFIVE		\$300,000.00

CapitalFundProgramFive -YearActionPlan
PartII:SupportingPages —WorkActivities

Activities for YearONE 2002	ActivitiesforYearTWO FFYGrant: 2003 PHAFY: 2002/2003			ActivitiesforYearTHREE FFYGrant: 2004 PHAFY: 2003/2004		
	DevelopmentNumber/Name/GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost	DevelopmentNumber/Name/GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost
	NJ63 -19,SCATTEREDSITE (Rentals)			NJ63 -19,SCATTEREDSITE (Rentals)		
	1450Site:			1460Mechanical&Electrical:		
	MiscellaneousImprovements		\$3,400.00	UpgradeHeatingSystems&H.W.Heaters		\$75,000.00
	1460Mechanical&Electrical:					
	VariousProjects		\$20,167.00			
	1460BuildingExterior:					
	VariousProjects		\$26,527.00			
	1460DwellingUnits:					
	VariousProjects		\$9,375.00			
	1465.1DwellingEquipment:					
	ReplaceStoves		\$425.00			
	Scat.Site(NJ63 -19)TotalforYearTWO		\$59,894.00	Scat.Site(NJ63 -19)TotalforYearTHREE		\$75,000.00

Activities for YearONE 2002	ActivitiesforYearFOUR FFYGrant: 2005 PHAFY: 2004/2005			ActivitiesforYearFIVE FFYGrant: 2006 PHAFY: 2005/2006		
	DevelopmentNumber/Name/GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost	DevelopmentNumber/Name/GeneralDescriptionof MajorWorkCategories	Quantity	EstimatedCost
	NJ63 -19,SCATTEREDSITE (Rentals)			NJ63 -19,SCATTEREDSITE (Rentals)		
	1460Mechanical&Electrical:			NoWork		
	UpgradeSepticSystems		\$300,000.00			
	Scat.Site(NJ63 -19)TotalforYearFOUR		\$300,000.00	Scat.Site(NJ63 -19)TotalforYearFIVE		NoWork

Attachment“F” --DrugElimination --(FileName:nj063f01)

DrugElimination

Statement

As of September 30, 2002, HUD will no longer fund the Public Housing Drug Elimination Program.

As a result of the loss of funding, the Housing Authority has discontinued its Public Housing Drug Elimination Program.

**THE ACTION TAKEN BY THE HOUSING AUTHORITY DOES NOT
CONSTITUTE A SIGNIFICANT AMENDMENT TO ITS AGENCY PLAN.**

Attachment "G"
Comments of Resident Advisory Board
(FileName:nj063g01)

VINELAND HOUSING AUTHORITY

RESIDENT ADVISORY BOARD
MEETING
APRIL 10, 2002

RESPONSES TO RESIDENT BOARD COMMENTS AND SUGGESTION

STATEMENT:

Overall the comments from the VHA RAB members were very positive. They thought the Plan was "well put together".

COMMENT: The heat in the stoves is too high for the setting.
RESPONSE: The Maintenance Supervisor will be advised to have the temperature checked for correct calibration of heat.

COMMENT: We need ventilation in the hallways
RESPONSE: The Authority is addressing this problem in its current Capital Fund program. This problem should be handled in the current year 2002.

ON COVERSION:
COMMENT: We can't live anywhere cheaper than here in our own apartment. "I am not moving anywhere else."

Attachment "H"
Listing of Resident Advisory Board Members
(FileName: nj063h01)

CURRENT LIST
OF
RESIDENT ADVISORY BOARD MEMBERS

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

Attachment "I"
Resident Membership of the Governing Body
(FileName:nj063i01)

The Vineland Housing Authority's Board of Commissioners consists of seven commissioners – one of whom is appointed by the governor of the State of New Jersey and the other six, who are appointed by City Council.

On May 29, 2001, the Vineland City Council appointed Margarita Cruz (a Section 8 resident), 817 East Pear Street, 1st Floor, Vineland, New Jersey 08360 as the Authority's resident commissioner. Mrs. Cruz's term of office extends from May 2001 through November 23, 2002. She is fulfilling the unexpired term of Commissioner Juan Vargas, who passed away in November of 1999.

**Attachment “J”
Pet Policy
(File Name: nj063j01)**

Pet Ownership

The Vineland Housing Authority revised its Pet Policy on June 23, 1999 to be effective October 1, 1999. The revisions address 24CFR, Part 5, Subpart C, which are the regulations covering pet ownership for residents of federally assisted rental housing for the elderly or disabled persons.

The Authority's Pet Policy was updated to include the requirements for permitting pet ownership in family units of a PHA as published in the Federal Register on July 10, 2000, Part VI of 25 CFR Part 960. The updated Pet Policy is part of the VHA dwelling lease.

The Pet Policy has been made part of the Agency Plan.

Attachment "K"
Implementation of
Public Housing Resident Community Service Requirements – Repeal
(FileName:nj063k01)

COMMUNITY SERVICE REQUIREMENT

REPEALED

Fiscal Year 2002 of the VH/HUD appropriations bill H.R. 2620 terminates the 8 -hour community service requirement.

As of January 1, 2002, the Housing Authority of the City of Vineland has notified all participating residents. However, the Housing Authority will continue to distribute appropriate materials and reinforce self-sufficiency through employment.

**Attachment“L” –ConversionAnalysisStatement
(FileName:nj063101)**

**VOLUNTARYCONVERSION
REQUIREDINITIALASSESSMENT**

On June 22, 2001, the “Voluntary Conversion of Developments from Public Housing Stock: Required Initial Assessments, Final Rule” was published in the Federal Register (FR 64-4476-03), in accordance with 24 CFR 972.200(b). In accordance with HUD rules the Vineland Housing Authority makes the following statement:

REQUIREDINITIALASSESSMENT:VOLUNTARYCONVERSION

INITIALASSESSMENT

CERTIFICATION:

The Housing Authority of the City of Vineland certifies that it has:

- REVIEWED THE DEVELOPMENT'S OPERATING AS PUBLIC HOUSING
- CONSIDERED THAT IMPLICATIONS OF CONVERTING THE PUBLIC HOUSING TO TENANT -BASED ASSISTANCE; AND
- CONCLUDED THAT CONVERSION OF THE DEVELOPMENT IS IN APPROPRIATE BECAUSE REMOVAL OF THE DEVELOPMENT WOULD:
 - ✓ BE MORE EXPENSIVE THAN CONTINUING TO OPERATE THE DEVELOPMENT (OR A PORTION OF IT) AS PUBLIC HOUSING;
 - ✓ NOT BENEFIT THE RESIDENTS OR THE PUBLIC HOUSING DEVELOPMENT TO BE CONVERTED AND THE COMMUNITY; AND
 - ✓ WOULD ADVERSELY AFFECT THE AVAILABILITY OF AFFORDABLE HOUSING IN THE COMMUNITY.

Documentation of the above action taken to comply with this HUD rule & regulation has been incorporated as part of the Authority's Agency Plan.

Attachment "M"
Admissions and Occupancy Policy
(FileName:nj063m01)

Housing Authority of the City of Vineland
191 Chestnut Avenue
Vineland, New Jersey 08360

Chapter 1

Admissions & Occupancy Policy
[24CFR960]

A. In accordance with the Rules & Regulations promulgated by the United States Department of Housing & Urban Development (HUD), the Vineland Housing Authority hereby outlines its established discretionary policies and procedures for the Authority's use in its admissions and occupancy of residents. The Vineland Housing Authority shall have one **Admissions & Occupancy Policy** for its conventional and low-income facilities.

B. The Vineland Housing Authority's policy development was adopted for the purpose of fully complying with Title VI of the Civil Rights Act of 1964 and subsequent amendments such as the Civil Rights Act of 1968, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975. This particular Admissions & Occupancy Policy addresses the required changes as they pertain to Part III of the Department of Housing & Urban Development's 24CFR -Part 880, *et al.* (Preference for Admission to Assisted Housing: Final Rule, July 1994).

Authority's policy shall include any additional subsequent legislation enacted for the protection and equal treatment regarding the individual rights of applicants, residents, and/or employees of the Authority in its implementation of this policy.

C. This document is intended to provide and promote a safe, clean, and sanitary environment, which offers a healthy living environment within the jurisdiction of the Vineland Housing Authority designed to assist lower-income families comprised of a broad range of income.

D. The Vineland Housing Authority shall not discriminate in its practice because of race, color, sex, sexual preference, handicap, age, or national origin. As an organization, it shall not discriminate in its leasing, rental, or sale of its properties regarding any and all property under its jurisdiction, which is covered by a contract for which the Authority receives an annual contribution under the United States Housing Act of 1937, including all subsequent amendments.

E. In agreement with Section 504, the Vineland Housing Authority will make such procedural, administrative, locational, or make physical changes as is reasonable to accommodate person or persons with handicaps or disabilities. The Housing Authority will identify and attempt to eliminate any situation, which will create a barrier to equal housing for all its residents. However, such accommodations **must be reasonable** in agreement with the Section 504 Regulations. The Authority is not required to make such accommodation that would significantly alter structures or

take any action that would result in undue damage or financial burden upon the Authority.

F. The Privacy Act of 1974 is to insure the protection of individual records maintained by the Authority. It shall be the policy of the Vineland Housing Authority to guard the privacy of residents

and applicants in accordance with this Act and shall not disclose any personal information contained in its files to any other agency or individual, unless given written permission by the applicant or resident.

G. Compliance with Non -Discrimination Requirements

The Housing Authority shall administer the restrictions on use of assisted housing by non citizens with ineligible immigration status imposed by this rule in conformity with the federal non discrimination requirements of, including, but not limited to, the following: (ss 812.13; 912.13)

→ Title VI of the Civil Rights Act of 1964 (42 USC 2000d -2000d-5) and the implementing regulations in 24 CFR Part 1;

→ Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and the implementing regulations in 24 CFR Part 8.

H. Compliance with Restrictions on Assistance to Non -Citizens

The Housing Authority shall administer the restrictions on assistance to non -citizens in accordance with the Department of Housing & Urban Development Guidebook 7465.7 and in accordance with Section 214 of the Housing and Community Development Act of 1980, effective date of the final rule being June 19, 1995.

I. Income Targeting

The Housing Authority will admit for occupancy eligible families and strive for no less than 40% of available dwelling units occupied by eligible families, whose incomes at the time of commencement of occupancy do not exceed 30% of the area median income. [24 CFR Part 5.653]

J. Deconcentration

The Housing Authority will strive to create mixed-income communities and lessen the concentration of very low income families within the Housing Authority's public housing developments through admissions policies designed to bring in higher income tenants into lower income developments and lower income tenants into higher income developments. This policy shall not be construed to impose or require any specific income or racial quotas for any public housing development owned by the Housing Authority. [24 CFR 960 Part 5.653]

K. Outreach to Higher -Income Families

The Housing Authority encourages program participation by higher income families. In an effort to create mixed income communities and lessen the concentration of very low income families within the Housing Authority's public housing developments, the Housing Authority may conduct outreach targeted to higher income working families. Outreach will include printed material. Outreach may also include formal and informal discussions and meetings.

L. Incentives

In order to achieve deconcentration, the PHA may choose to skip an applicant on the waiting list in order to house a family, who is willing to accept a unit in a targeted development. The PHA may also grant incentive rents (or other incentives) for the purpose of creating mixed-income communities and lessening the concentration of extremely low and very low income families in one area. The applicant family shall have sole discretion of determining whether or not to accept the incentive. The Housing Authority shall not take any adverse action toward any eligible family for choosing not to accept an incentive. [24CFR

Chapter 2

Adoption of Policy

A. Adoption by Board of Commissioners

The adoption of any new policy and/or changes within the scope of this policy (whether the changes are due to internal Housing Authority policies and procedures or to new federal changes required by HUD), shall be duly adopted by the Authority's Board of Commissioners through formal resolution.

B. Public Display of Policy

Copies of said policy shall be posted in the administrative office of the Authority and will be posted at a central location at each facility owned and operated by the Vineland Housing Authority and shall also be furnished to any applicant or resident, upon request. The policy shall be available to the general public for perusal.

C. Policy Changes

Policy changes shall be submitted to the HUD area office for review and approval as is required under HUD Rules & Regulations.

D. Broad-Based Income Goal

The goal of the Vineland Housing Authority is to achieve (to the maximum extent feasible) a tenancy with a broad range of income and approval, as is required under HUD Rules & Regulations.

E. Board Resolution

The Admission & Occupancy Policy of the Vineland Housing Authority of the City of Vineland, New Jersey, in its entirety, has been adopted formally by the Authority's Board of Commissioners on _____ by Resolution # _____.

Chapter 3

Application-Taking Process Criteria Governing Eligibility & Ineligibility

Application Taking

The Application Process

All admissions to public housing shall be made on the basis of a personal interview, where an application is completed by the applicant family and Housing Authority personnel. The Application for Admissions shall constitute the basic legal record of each family applying for admission and shall support the Housing Authority's determination of eligibility status, priority status, rent, and size of unit for which the applicant is qualified. All supplemental materials pertaining to eligibility shall be considered a part of the application record and carefully recorded. This includes verifications of income and family composition and such other data as may be required. The following conditions shall govern the taking and processing of applications:

1. Applications for the public housing program will be completed during a one-on-one interview between the applicant family and Housing Authority personnel and shall be maintained on the Housing Authority's computer system. Applicants shall complete and sign the application and certify, subject to civil and criminal penalties, to the accuracy of all statements made therein. The Housing Authority requires the signatures of all adult members of the applicant household.
2. Applicants will be required to submit verification documentation as part of the application process. Applicants will be given a list of required verifications at the time of their interview with designated PHA personnel for the purpose of determining eligibility.
3. Should applicants fail to provide required verification documentation within the time frame established by the PHA, their application will be placed in an inactive status; and they will be required to reapply during the next enrollment period.
4. The Housing Authority reserves the right to suspend application taking when the current supply of completed full applications exceeds the number of families that could be reasonably expected to be housed within the next 12 months.
5. The Housing Authority will normally take applications from a central location which will allow for processing by staff persons knowledgeable of the rules and regulations governing resident selection and assignment, but reserves the right to establish satellite locations for application taking.
6. The Housing Authority will establish times for taking applications, including by appointment. The Housing Authority staff may, at its discretion, provide for application interviews outside normal hours, when necessary, for hardship reasons.
7. Application interviews shall be conducted in private.

8 Applicants must report changes in income and family circumstances. All modifications to applications shall be properly documented, and the transaction will be initiated by the staff member making the change.

9 All active applications will be purged every 12 months. Notifications shall be sent to each applicant informing him/her that unless she/he confirms his/her continued interest, his/her application will be retired from the active file. Returned notification will be attached to the respective application as evidence of unsuccessful effort to locate the applicant. All applicants must notify the PHA whenever there is a change in family composition, income, address, and any other factors relative to their eligibility status. Applicants should notify the PHA if he/she no longer desires consideration for public housing.

10. Applicants on waiting lists for any other type of assisted housing will have no special status with respect to the Low -Rent Public Housing Program. Applicants must submit separate applications for other programs. Applicants will not lose their place on any other PHA waiting list should they make an application for "low -rent" public housing.

11. The Housing Authority shall maintain such records as are necessary to document the disposition of all applications and to meet Department of Housing & Urban Development audit requirements.

Eligibility Criteria

[24CFR960.201]

1. The Housing Authority shall use the guidelines and procedures prescribed by HUD at the time of applicant processing to make a final determination of household eligibility.
2. All families, who are admitted to public housing, must be individually determined eligible under the terms of this policy. In order to be determined eligible, an applicant family must meet **ALL** of the following requirements:
 - a. The applicant family must qualify as a family as defined in Chapter 13.6.
 - b. The single -person applicant must qualify as a single person as defined in Chapter 13.7.
 - c. The applicant's annual income as defined in Chapter 13. (HUD Secretary's definition) must not exceed income limits established by the Department of Housing & Urban Development for public housing in the county of PHA jurisdiction.
 - d. The applicant family must conform to the occupancy standards contained in this policy regarding unit size and type.
 - e. The applicant must have a satisfactory record in meeting past financial obligations, especially in payment of rent. In situations where an unsatisfactory record is obtained, the PHA shall take into consideration extenuating circumstances such as illness or other incidents beyond the control of the applicant.
 - f. Section 214 of the Housing and Community Development Act of 1980, as amended, prohibits the Secretary of the Department of Housing & Urban Development (HUD) from making financial assistance available to persons, who are other than United States citizens, nationals, or certain categories of eligible non -citizens either applying to or residing in specified Section 214 -covered programs. Section 214 programs include Public Housing, Section 8 Rental Certificate Program, and Section 8 Rental Voucher Program.
 - g. Any tenant evicted from federally -assisted housing by reason of drug -related criminal activity shall not be eligible for federally -assisted housing during the three -year period beginning from the date of such eviction, unless the evicted tenant presents evidence of completing a rehabilitation program approved by the Housing Authority and/or if the circumstances leading to eviction no longer exists.
 - h. The Housing Authority shall prohibit admission for a ny household member, who the Housing Authority determines is illegally using a controlled substance, or determines that a household member's illegal use, or pattern of illegal use, of a controlled substance, or abuse, or pattern of abuse, of alcohol, may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Quality Housing and Work Responsibility Act of 1998 further stipulates that individuals convicted of manufacturing or producing methamphetamine (speed) will be permanently denied admission to public housing and a current resident's tenancy will be immediately and permanently terminated if convicted of manufacturing or producing methamphetamine. (Ref. QWHR Section 428).
 - (1) Substance abuse, as described in this policy, and drug -related criminal activity, as described in this policy, shall include, but not be limited to, the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a

controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802) and Section 428 of the FY 1999 HUD Appropriations Act).

In determining whether or not to deny admission to the Housing Authority any household, based on a pattern of alcohol or controlled substance abuse by a household member, the Housing Authority may consider whether or not such a household member:

(1) Has successfully completed a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable);

(2) Has otherwise been rehabilitated successfully and is no longer engaging in the illegal use of controlled substance or abuse of alcohol (as applicable); or

(3) Is participating in a supervised drug or alcohol rehabilitation program (as applicable) and is no longer engaging in the illegal use of a controlled substance or abuse of alcohol (as applicable).

i. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household who the Housing Authority determines is or was, during the three-year period preceding the date when the applicant household would otherwise be selected for admission, engaged in any drug-related or violent criminal activity or other criminal activity which would adversely affect the health, safety, or right to peaceful enjoyment of the premises by other residents or Housing Authority staff.

j. The Housing Authority shall prohibit admission of any applicant or member of the applicant's household who has been convicted of a felony.

k. The Housing Authority shall prohibit admission for any applicant or member of the applicant's household that the Housing Authority determines is subject to a lifetime registration requirement under a state sex offender registration program.

l. The applicant family must have no record of disturbance of neighbors, destruction of property, unsafe living habits, unsanitary housekeeping practices, substance abuse, or any other history, which may be reasonably expected to adversely affect:

(1) The health, safety, or welfare of other residents;

(2) The peaceful enjoyment of the neighborhood by other residents;
or

(3) The physical environment and fiscal stability of the neighborhood.

m. The applicant family must not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In a case

where a qualified agency is working with the applicant family to improve its housekeeping, and the agency reports that the applicant family shows potential for improvement, decision as to eligibility shall be reached after referral to and recommendation by the executive director or his/her designee. This category does not include applicant families whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.

n. The applicant family must be able to demonstrate the capacity to discharge all lease obligations. This determination shall be made on a case-by-case basis and shall not be used to exclude a particular group by age, handicap, etc. In determining the applicant family's capacity to discharge all lease obligations, the Housing Authority must consider the family's ability to secure outside assistance in meeting those obligations.

o. If the applicant is a former resident of public housing or Section 8 housing programs administered by an agency, the applicant family must have a satisfactory record in meeting financial and other lease obligations. A former resident, who owes a balance to the Housing Authority, will not be considered for re-admission until the account is paid in full and reasonable assurance is obtained of the applicant's ability to meet his or her rent obligations.

p. The applicant must not have a history of non-compliance with rental agreements including failure to comply with the terms of the rental agreements on prior residence, such as providing shelter to unauthorized persons, keeping pets, or other acts in violation of rules and regulations, and painting or decorating without permission of the owner.

→ Any applicant, who has been evicted from a public housing program or terminated from a Section 8 Rental Program, shall not be eligible to receive any type of housing assistance for three years.

q. The applicant family must have properly completed all application requirements, including verifications. Misrepresentation of income, family composition, or any other information affecting eligibility, rent, unit size, neighborhood assignment, etc., will result in the family's being declared ineligible. In the event the misrepresentation is discovered after admission, the family may be subsequently evicted, even if the family meets current eligibility criteria at that time.

r. Other factors affecting a final determination of eligibility include:

(1) Household has no outstanding indebtedness to the PHA or any other federal housing program (such as Fannie Mae, etc.).

(2) Family will occupy unit as their sole place of residence.

3. Substance abuse, as described in this policy, and drug-related criminal activity, as described in this policy, shall include, but not be limited to, the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802) and Section 428 of the FY 1999 HUD Appropriations Act).

4. Sources of information for eligibility determination may include, but are not limited to, the

applicant (by means of interviews or home visits), landlords, employers, state agencies, family social workers, parole officers, court records, drug treatment centers, clinics, physicians, or police departments, where warranted by the particular circumstances. Information relative to the acceptance or rejection of an applicant shall be documented and placed in the applicant's file. Such documentation may include reports of interviews, letters, or written summaries of telephone conversations with reliable sources. At a minimum, such reports shall indicate the date, the source of information, including the name and title of the individual contacted, and a summary of the information received. [24 CFR 960.206(b)].

5. In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct or factors that might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

a. Evidence of rehabilitation.

b. Evidence of the applicant family's participation or willingness to participate in social services or other appropriate counseling service programs and the availability of such programs.

c. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

d. In the case of applicants, whose capacity for independent living and discharge of lease obligations is in question, the resources actually available in support of the family, such as visiting nurses, homemakers, or live-in caretakers.

6. Anotherwise ineligible handicapped applicants shall be eligible for admission if the problem resulting in the ineligibility can be addressed through reasonable accommodations.

7. Tenancy at properties for elderly and/or handicapped persons will be based upon the applicant's ability to live independently or to live independently with supportive services (such as Congregate Services, etc.).

8. The Housing Authority will not unnecessarily segregate individuals with handicap to particular areas or developments. The Housing Authority will provide assistance to enable all individuals with handicap to meet legal requirements. For example, the Housing Authority could provide interpreters, Braille or taped versions of leases, rent-certifications, and other legal documents, whenever requested.

Chapter 4

Admissions & Occupancy Waiting List

A. Maintain a Waiting List

1. It will be the policy of the Vineland Housing Authority to maintain a waiting list in accordance

with the rules and regulations of HUD.

2. Applicants shall be placed on the waiting list after the applicant has fully completed the formal admissions and occupancy application and all required documents are submitted to the Authority.

3. Applications shall be stamped by time and date of the accepted application.

B. The Waiting List is by:

1. Date and time

2. HUD statutory regulations

3. Local preference

In selecting applicants for admission to our projects, local preferences will be according to the following procedure:

(a) Vineland Resident:

(1) Veterans (DD -214 form required)

(2) Working poor

(3) Natural disaster (such as a fire or flood that results in the uninhabitability of an applicant's unit through no fault of their own)

(4) Government agency: An activity within the City of Vineland or by any state or local government body or agency in connection with code enforcement through no fault of the occupant, a public improvement, or development program)

This policy specifies that use of the residency preference will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family. **[24CFR960.206(4)(b)(iii)]**

(b) Non -Vineland Resident:

(1) Veterans (DD -214 form required)

(2) Working poor

(3) Natural disaster (same as above)

(4) Government agency (same as above)

C. All other applicants *not eligible for a local preference* shall be placed on the waiting list by date and time of application *only*. Families, who *claim no preference*, will be notified by the Housing Authority that their names will be retained on the waiting list as non-priority applicants. If, at some future time, their status changes in regard to a preference, they will be entitled to claim the preference and be added to the priority waiting list.

D. Management of Waiting List

1. The Housing Authority will update its waiting list by removing the names of any applicants,

who are either no longer qualified or who are no longer interested in residency.

2. An applicant is required to update his/her application. On the anniversary date of the application, the Housing Authority will mail an update request to the last known address. If no response is received, the applicant will be removed from the list.

3. The Housing Authority shall retain the privilege; and, at its discretion, it may close the waiting list (in part or in its entirety) or suspend taking applications at certain periods during the fiscal year. The Authority may also restrict the applications by size of units. The Authority will also have the privilege to close the waiting list completely.

4. Should the Housing Authority choose to exercise its privileges of closing, limiting, or restricting its application intake, or if the Authority opens its application intake, the Authority will notify the public in a public announcement, which shall be published in each of the local publications. This public notice shall also be posted at each of the sites within the Authority's domain.

5. If an applicant's situation (income or preference eligibility) changes after the original application was submitted, it is the responsibility of the applicant to notify the Housing Authority.

E. Waiting List Skipping

1. The Housing Authority may skip a higher income eligible applicant family at the top of the waiting list (either Authority-wide or site-based waiting lists) if a dwelling unit in a development becomes vacant and the development requires a lower income family to meet the Housing Authority's income targeting goals.

2. The Housing Authority may also skip a lower income eligible applicant family at the top of the waiting list (either Authority-wide or site-based waiting lists) if a dwelling unit in a development becomes vacant and the development requires a higher income family to meet the Housing Authority's income targeting goals.

F. Updating of the Waiting List

1. The Housing Authority shall update the waiting list monthly in order to maintain the most current information. Applicants will be required to provide the Housing Authority with updated information in writing within a specified date. Applicants, who do not respond to the request to update, shall be removed from the waiting list. If the applicant's failure to respond was due to the applicant's disability, the Housing Authority shall provide reasonable accommodation to give the applicant an opportunity to respond.

Chapter 5

Applications & Verification

Processing of Applications

A. The applicant must obtain and submit a written application signed by a responsible member of the family which will contain all data and information necessary to enable the Authority to determine whether or not the family meets the conditions for admission.

B. All applications will be dated, timestamped, and referred to a central resident selection and assignment office.

Screening

A. Under Section 575 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority may require, as a condition of providing admission to the Housing Authority, that each adult member of the household provide assigned, written authorization for the Housing Authority to obtain records regarding such member of the household from the National Crime Information Center, police department, and other law enforcement agencies.

B. Under Section 578 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority may require, as a condition of providing admission to the Housing Authority, that each adult member of the household provide assigned, written authorization for the Housing Authority to obtain records from state and local agencies to determine whether or not an applicant is subject to a lifetime registration requirement under a state sex offender registration program.

Before an adverse action is taken with respect to an applicant for occupancy on the basis that an individual is subject to a lifetime registration requirement under a state sex offender registration program, the Housing Authority shall provide the applicant with a copy of the registration information and an opportunity to dispute the accuracy and relevance of that information.

C. Under Section 575 of the Quality Housing and Work Responsibility Act of 1998, the Housing Authority, notwithstanding any other provision of law other than the Public Health Service Act (42 USC 201 et seq.), may require each person, who applies for admission to the Housing Authority, to sign one or more forms of written consent authorizing the Housing Authority to receive information from a drug -abuse treatment facility that is solely related to whether or not the applicant is currently engaging in the illegal use of controlled substances. In a formal written consent, the Housing Authority shall request only whether or not the drug -abuse treatment facility has reasonable cause to believe that the applicant is currently engaging in the illegal use of a controlled substance.

D. The Housing Authority shall make an inquiry to a drug treatment facility if the Housing Authority receives information from the criminal record of the applicant that indicates evidence of prior arrest or conviction. The Housing Authority shall also make an inquiry to a drug treatment facility if the Housing Authority receives information from the records of prior tenancy of the applicant that demonstrates that the applicant engaged in the destruction of property, engaged in violent activity against another person, or interfered with the right of peaceful enjoyment of the premises of another tenant.

E. The applicant's signed written consents shall expire automatically after the Housing Authority has made a final decision to either approve or deny the applicant's application for admittance to public housing.

F. The term "currently engaging in the illegal use of a controlled substance" means the illegal use of a controlled substance that occurred recently enough to justify a reasonable belief that an applicant's illegal use of a controlled substance is current or that continuing illegal use of a controlled substance by the applicant is a real and ongoing problem.

G. Background Check of Applicant

1. A credit, landlord screening, and criminal check will be performed on every applicant

prior to acceptance to occupancy.

2. The screening process shall include, but shall not be limited to, the following issues:

- (a) Past and present performance in meeting financial obligations/commitments and rent payments.
- (b) Poor housekeeping habits at prior residence which may adversely affect the health, safety, or welfare of other residents.
- (c) A demonstration of disturbing behavior or the destruction of property.
- (d) Non-compliance with terms of prior leases.
- (e) Prior record of eviction from other subsidized housing for drug-related criminal activity or other criminal acts that would adversely affect the health, safety, or welfare of other residents.
- (f) **Any criminal activity or involvement of criminal activity of any household member of the applicant.**

NOTE: Criminal involvement or activity includes, but is not limited to:

- (1) Physical violence
- (2) Criminal activity related to drug or substance abuse or distribution.
- (3) Destruction of property, etc.

In the event of the receipt of unfavorable information with respect to an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors, which might indicate a reasonable probability of unfavorable future conduct or financial prospects. (Handbook 7465.1, Rev. 2, Appendix 6, p3).

Evidence of rehabilitation shall include, but not be limited to:

- 1. Applicant's documentation of rehabilitation;
- 2. Evidence of the applicant family's participation in or willingness to participate in social service or other appropriate counseling service programs and the availability of such programs;
- 3. Evidence of the applicant family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

H. Conditions for Denial

- 1. The applicant or resident currently owes rent or other amounts to PHA or to another agency in connection with Section 8 or Public Housing Program.
- 2. The applicant has committed any fraud in connection with any federal housing assistance program.

3. The applicant has violated any family obligation under any Section 8 existing program as stated on the Certificate of Family Participation or Housing Voucher.

4. The applicant has breached an "Agreement to Repay" any monies due the Housing Authority. If the applicant owes money as a prior participant, the applicant will not be accepted, nor placed on the waiting list, until payment in full has been received.

5. The applicant has an unacceptable police record where in the applicant or any member of the household who has attained the age of 18 has within the past three years been convicted of a crime or has a history of criminal activity that would jeopardize the health, safety, and welfare of the community. Examples of unacceptable behavior includes, but is not limited to, violent behavior, confirmed drug or alcohol addiction or abuse, grossly unsanitary or hazardous housekeeping, history of disturbance of neighbors, destruction of property, or other disruptive or dangerous behavior of any family member regardless of age.

I. INS Denial

1. Assistance to applicants shall be denied in accordance with the procedures for any of the following events:

(a) Evidence of citizenship (i.e., the Declaration) and eligible immigration status is not submitted by the dates specified or by the expiration of any extension granted; or,

(b) Evidence of citizenship and eligible immigration status is submitted on a timely basis, but INS primary and secondary verification does not verify eligible immigration status of all family members; and,

(1) The family does not pursue INS appeal or Housing Authority informal hearing rights; or,

(2) INS appeal and Housing Authority informal hearing rights are pursued, but the final appeal or hearing decisions are decided against the family member.

Records Management and Confidentiality

A. Records Management

1. All records obtained for the purpose of applicant screening shall be maintained confidentially and in accordance with Section 543 of the Public Health Service Act (12 USC 290dd-2) to ensure that the records are not misused or improperly disseminated and are properly destroyed.

2. All records obtained for the purpose of applicant screenings shall be:

(a) Maintained in the applicant's file in a locked file cabinet.

(b) Destroyed no less than five business days after the date on which the Housing Authority gives the final approval for an application for admission.

(c) Destroyed in a timely manner if the Housing Authority denies the application and the date on which the statute of limitations for the commencement of a civil action from the applicant based upon that denial of admission has expired.

B. Confidentiality

1. The Housing Authority receiving information for the purpose of applicant screening shall not disclose to any person, who is not an officer, employee, or authorized representative of the Housing Authority and who has a job-related need to have access to the information in connection with admission of applicants, eviction of tenants, or termination of assistance. For judicial eviction proceedings, disclosures may be made to the extent necessary.

2. Any officer, employee, or authorized representative of the Housing Authority who knowingly and willfully requests or obtains any information concerning an applicant for, or tenant of the Housing Authority, under false pretenses, or any officer, employee, or authorized representative of the Housing Authority who knowingly and willfully discloses any such information in any manner to any individual not entitled under any law to receive it shall be dealt with according to the Personnel Policy.

Verification of Information

A. No applicant family shall be admitted to public housing without thorough verification of income, family composition, and all other factors pertaining to the applicant's eligibility, rent, unit size and type, priority rating, etc. The same type of verifications are required to process any interim or annual reexamination for public housing residents. Complete and accurate verification documentations shall be maintained for each applicant and resident.

B. All information from each applicant must be verified. Any information relative to the acceptance or rejection of an applicant must be documented and placed in the applicant's file. This may include reports of interviews, letters, or telephone conversations with reliable sources. At a minimum, the information shall include the name and title of the individual contacted and a summary of the information received.

C. Sources of information may include, but are not limited to, the applicant (by means of interview or home visit), landlords, employers, family, state agencies, social workers, parole officers, court records, drug treatment centers, clinics, physicians, or the police department, where necessary.

Methods of Verification of Applicant Information

It shall be the policy of the Authority to screen all applicants according to the HUD rules and regulations. Methods of verification of applicant information shall include, but not be limited to, the following:

A. Annual Income

1. Income is the most important factor in determining a family's eligibility for housing and is among the most likely element to be subject to misrepresentation or error. Consequently, the PHA must establish adequate methods of verifying income (including applicable deductions and exemptions) and will include:

(a) Third-party verification through an employer or public agency or credit agency.

(b) Review of documentation provided by the family such as benefit checks, income tax returns, etc.

2. Originals, photocopies, or carbon copies of documents in the applicant's possession which substantiate his statements or a brief summary of the pertinent contents of such documents signed and dated by the staff member who viewed them. Such documents must be within 60 -days current. No determinations will be made based upon information/documents more than two months old.

3. Statements from self-employed persons and from persons whose earnings are irregular, such as salesmen, etc., sworn to before a notary, setting forth gross receipts, itemized expenses and net income (expenses incurred for business expansion or amortization of capital indebtedness are to be included in net income).

B. Assets

1. Verification of savings and checking accounts from banks and savings and loan institutions, newspaper stock quotations, insurance settlements (of any type), local government assessed property values, tax returns, etc.

C. Family Size and Composition

1. The Housing Authority will rely on the declaration of the applicant related to family size, composition, and the relationship among the family members. (See Exhibit "A" Applicant/Tenant Certification)

D. Age of Family Members

1. Proof of age is necessary when it is the sole factor determining eligibility or minor exemption; otherwise, the applicant's declarations may be accepted.

2. Certified birth certificates or other substantial proof of age to support claims to the various entitlements in these policies for each member of the household will be required.

E. Social Security Numbers

1. Verification of social security numbers must be provided for each household member. Verification sources include benefit receipts, tax returns, bank accounts, military services, etc.

F. Displaced Status

1. This verification may be obtained from source of displacement project reported.

G. Handicap or Disability

1. A physician's certificate on the handicap or disability shall be required when it is a factor in determining eligibility and rent. Verification in writing by a hospital, welfare agency, the Social Security Administration, vocational rehabilitation agencies, and similar sources are acceptable.

H. Receipts for Utility Services

I. "Zero Income"

1. For households reporting "zero" income, the Housing Authority will require statements and verification from parties, who are identified as providing non-cash contributions such as groceries and clothing;

→ When verification cannot be accomplished by either form of third-party verification or review of documents, the applicant/resident will be required to submit a notarized statement.

→ Where a notarized statement has been accepted for income determination purposes, the family will be advised of the requirement to undergo a re-examination every 12 months (at the PHA's discretion).

I. Home Visits

1. Home visits are made to the current address of the applicant prior to admission into the Authority as a resident. The sole purpose of conducting a home visit will be for the purpose of performing a housekeeping assessment and verification of actual residency.

2. The housekeeping assessments shall include an observation of the general condition of the dwelling, furniture, and appliances. The home visit will be utilized to determine if the premises show evidence of property damage/destruction, unauthorized occupants, criminal activity, or any other information that is contradictory to the information provided on the application or at the time of the intake interview.

J. Notice of Rejection

1. Any applicant, who fails the home visit or any part of the screening process, will be sent a Notice of Rejection by certified (return receipt) mail and by first-class mail to the last known address of record.

Verification of Citizenship/Eligible Immigrant Status

A. To be eligible for assistance, individuals must be U.S. citizens or eligible immigrants. Individuals, who are neither, may elect not to contest their status. Eligible immigrants must fall into

one of the categories specified by federal regulations and must have their status verified by Immigration and Naturalization Service (INS). Each family member must declare their status once. Assistance cannot be delayed, denied, or terminated while verification of status is pending. Proof of eligibility shall include the following:

1. *Citizens or nationals of the United States* – A signed declaration of U.S. citizenship under penalty of perjury.
2. *Eligible immigrants, who were participants and 62 years of age or over on June 19, 1995* – A signed declaration of eligible immigration status and provide proof of age.
3. *Non-citizens with eligible immigration status* – A signed declaration of status and verification consent form and original immigration documents, which are copied front and back and returned to the family. The PHA will verify the status through the INSSAVE system. If this primary verification fails to verify status, the PHA will request within 10 days that the INS conduct a manual search.
4. Ineligible family members, who do not claim to be citizens or eligible immigrants, must be listed on a statement of ineligible family members signed by the head of household or spouse. [24CFR Part 200]
5. Non-citizen student on student visas are ineligible members, even though they are in the country lawfully. They must provide their student visas, but their status will not be verified. They do not sign a declaration but are listed on the statement of ineligible members.

B. Failure to Provide

1. If an applicant or participant family member fails to sign required declarations and consent forms or provide documents, as required, they must be listed as an ineligible member. If the entire family fails to provide and sign, as required, the family may be denied or terminated for failure to provide required information.

C. Time of Verification

1. For applicants, verification of U.S. citizenship/eligible immigrant status occurs at the same time as the final verification of other factors of eligibility. For participants, it is done at the first regular re-certification after June 19, 1995. For family members added after other members have been verified, the verification occurs at the first re-certification after the new member moves in. Once verification has been completed for any covered program, it need not be repeated.

D. Extensions of Time to Provide Documents

1. Extensions must be given for persons, who declare their eligible immigration status but need time to obtain the required documents. The length of the extensions shall be based on individual circumstances. The Housing Authority will allow up to 60 days to provide the document or receipt issued by the INS for issuance of replacement documents.

E. Acceptable Documents of Eligible Immigration

1. The regulations stipulate that only the following documents are acceptable unless changes are published in the *Federal Register* :

- Resident Alien Card (I -551)
- Alien Registration Receipt Card (I -151)
- Arrival -Departure Record (I -94)
- Temporary Resident Card (I -688)
- Employment Authorization Card (I -688B)
- Receipt issued by the INS for issuance or replacement of any of the above documents that shows individual's entitlement has been verified

2. A birth certificate is not acceptable verification of status. All documents in connection with U.S. citizenship/eligible immigrant status must be kept five years.

3. The Housing Authority shall require the family head and others such family members as it designates to execute a HUD -approved release and consent authorizing any depository or private source of income, or any federal, state, or local agency to furnish or release to the PHA and to HUD such information as PHA or HUD determines to be necessary. Because eligibility for federal housing assistance is not based on a "declarations system" but upon verification of actual income and family circumstances, the Housing Authority is not limited to verification of data supplied by applicants or residents. Failure of an applicant to cooperate with the Housing Authority in obtaining verifications will result in the application's being declared incomplete and inactive. A tenant, who fails to cooperate or to release information, may be evicted. In addition, interim rent reductions will not be made for residents until after receipt of all required verifications. In consideration of the privacy rights of residents and applicants, the Housing Authority shall restrict its requests to those matters of income, family composition, and other family circumstances, which are related to eligibility, rent, unit size and type, admission priority rating, or other lawful determinations made by the Housing Authority. If the verified data as listed in this policy is not more than two months old at the time an applicant is selected for admission and the applicant certifies by written statement that no change has occurred in his status, the data will be considered as reflecting the applicant family's status at the time of admission. If data is more than two months old, all factors are to be re-verified and findings recorded. As part of the application record of each applicant determined to be eligible for admission, the admitting officer or his supervisor shall certify that an investigation has been made of such family; and that on the basis of this investigation, it has been determined that the applicant and his family meet all the conditions governing eligibility.

F. Special Verification Requirements for Phase -In Rents

1. All residents, **whodesire to claim** an earned income exclusion under the phase -in rent policy, must report the new earned income or increased income within ten days after they begin. Failure to accurately and promptly report changes in employment or increased income (or other changes in income or family circumstances affecting eligibility for the same) will result in denial or loss of the earned-income exclusions. If such failure results in the resident's paying lower rent than he/she would have otherwise been required to pay, the resident is subject to the same penalties for any other failure to report income, including retroactive rent. **Residents qualifying under the phase -in rent program must report all changes in income within ten days after they occur.**

G. Earned Income Exclusion

1. In addition to such other verification as the Housing Authority shall require, any resident or applicant claiming an earned income exclusion shall be required to supply

documentation in a form prescribed by the Housing Authority from employers and social service agencies, as applicable.

2. No resident or applicant is automatically entitled to an earned income exclusion. Determination of the eligibility for the earned income exclusion is the sole responsibility of the Housing Authority. Notwithstanding the above, it is the responsibility of the resident/applicant to supply the complete and accurate information which the Housing Authority requires to make an eligibility determination.

3. In the event that the Housing Authority determines that the information supplied by the resident and/or training agency is not adequate to determine eligibility, the Housing Authority may require additional information beyond that originally submitted. No exclusions will be granted until all information is obtained and verified.

4. An adverse decision on the eligibility of an existing resident for an earned income exclusion may be appealed through the resident grievance procedure (subject to limitations of that procedure, especially as they pertain to the inapplicability of the procedure to policy issues), but the Housing Authority shall not be liable for any retroactive payments due to reversal of an initial determination.

H. Rent Changes

1. As with other interim rent changes, any reduction in rents which result from the application of this policy shall be effective on the first day of the month following that month in which the eligibility for the deduction is determined. The Housing Authority shall not be liable for retroactive reductions if the resident fails to report the change within the required time period.

I. Rent Increases

1. Rent increases resulting from expiration of the phase -in allowance period provided under the earned income exclusion, are effective on the first day of the following month. All other rent increases resulting from the application of this policy are implemented in the same manner as other increases resulting from changes in income or benefits. If the resident complies in an accurate and timely manner with all reporting requirements (including requirements to report any changes in training or employment status, which affect eligibility for exclusions), any increase in rent will be effective on the first day of the second month after the income changes are reported. Failure to meet reporting requirements will result in rent increase retroactive to the date the change actually took place.

J. Summary of Verified Data

1. A summary of verified information shall be prepared upon receipt of all required verification documentation and shall include the following determinations:

(a) Eligibility – the applicant meets the definition of “family” as defined in this policy and income is within the appropriate income limits for admission.

(b) Preferences

- (c) Date and time of completed application
- (d) Size of unit needed by family
- (e) Income exclusions and rent to be paid

Determination and Notification of Eligibility

A. Notification of Eligibility

1. Thorough investigation of each application will be conducted during the tenant interview. Eligibility will be verified by the PHA staff within the provisions of this policy. The tenant interview will be conducted at the time that the application is submitted for review.

2. Apparently eligible applicant families will be notified that their eligibility determinations are tentative in nature, being largely based on declarations made by the applicant family, and are subject to further reviews prior to admission.

3. Applicants determined to be qualified in terms of eligibility and screening will be notified by the Authority of a reasonable date of occupancy insofar as a date can be determined by staff.

4. The availability of a unit offered to an applicant is contingent upon several factors, among those being:

- (a) A local preference takes precedence over non -resident applicants
- (b) The availability of turnover
- (c) A suitable accommodation for the individuals requiring 504 accommodations

5. In all cases, the Housing Authority reserves the right to withdraw any determination of eligibility, tentative or otherwise, when additional information indicates that the prior determination was inappropriate.

Ineligible Applicants

A. Applicants, who have been determined to be ineligible for housing, will be promptly notified. These applicants will receive a Notice of Rejection by certified (return receipt) mail and first class mail to the last known address of record.

B. In the event an applicant family is determined to be ineligible, it shall also be informed in writing of the basis for this determination. An applicant family does not have the right to use the Tenant Grievance Procedure but will be given, upon request, the opportunity for an informal hearing to present such facts as it wishes. The applicant family will be advised that, should an informal review be desired, a written request to this effect must be received by the PHA within five (5) working days of the date of the notification of ineligibility (at the discretion of the PHA).

C. Informal Review

1. If a request for a review is received within the specified five -day period, PHA will notify

the applicant in writing of the scheduled time and date of review.

2. The PHA will appoint a review officer to conduct the informal review. The review officer shall be a Housing Authority employee or other designated individual, who did not participate in the original determination of denial. The review officer shall not be a subordinate of the party whom the original decision to deny.

3. The applicant will be apprised that he/she may be represented by legal counsel or other representative at his/her own expense.

4. The PHA will present factual or other basis for its decision. The applicant may also present his/her position. Subject to the direction of the review officer, the applicant and the Housing Authority may offer and examine evidence and question any witnesses. o

5. The review officer will issue a written decision, stating the facts and/or other basis for the decision. The decision or any other issue of fact will be based solely upon evidence presented at the hearing. A copy of the decision will be furnished to the applicant.

6. The PHA will not be bound by a decision of the review officer where it is determined that the officer exceeded his/her authority or has made a determination which is inconsistent with HUD regulations, federal statutes, or state or local law that imposes obligations on applicants or residents.

7. The record of such review/determination will be maintained by the Housing Authority's Application Office.

Chapter 6

Criteria for Selection of Residents

A. Introduction

1. Tenants will be selected from among eligible applicants for dwellings of given sizes and within such ranges of rent as may be established from time to time to insure the financial solvency and stability of the low-rent housing program.

2. The following criteria shall be reasonably related to achieving the basic objective, within a reasonable period of time of housing tenant families within income in line with the QHWRA rules and regulations of low-income families in this Authority's area of operation, as defined in state law and with rent-paying ability sufficient to achieve financial stability of the project or projects. In order to achieve these goals, the Authority will:

- a. Determine the eligibility of an applicant in regard to the local preference.
- b. Determine the income distribution of all income-eligible families in the Authority's jurisdiction.
- c. Determine the actual income distribution of all residents.

B. Tenant Selection Criteria

The following criteria will be used in selecting families for occupancy beyond the basic conditions governing eligibility:

1. *Applicant's past performance* in meeting financial obligations, especially rent.
2. *History of recent serious criminal activity* includes cases in which a member of the family, who is expected to reside in the household, was or is engaged in serious criminal activity.
3. *Pattern of violent behavior* includes evidence of repeated acts of violence on the part of an individual or of a pattern of conduct constituting a danger to peaceful occupation of neighbors.
4. *Confirmed drug addiction* includes evidence of confirmed drug addiction such as an arrest for possession or use of heroin or other addictive narcotics, or reports from a

probation officer, a social agency, or the family itself to the effect that the individual is addicted. In cases where the confirmed addict is undergoing treatment by a professional agency after discharge from an institution, the applicant shall not be considered ineligible.

5. *Rape or sexual deviation* includes individuals, who have been involved as offenders in rape, indecent exposure, sodomy, carnal abuse, and impairing the morals of a minor. Exception is permitted in such offense when evidence from a reliable source shows that the person may be considered rehabilitated.

6. *Grossly unsanitary or hazardous housekeeping* includes the creation of a fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, improper disposal of garbage; or serious neglect of the premises. In cases where a qualified agency is working with the family to improve its housekeeping and the agency reports that the family shows potential for improvement, decision as to eligibility shall be reached after review by the Authority. This category does not include families, whose housekeeping is found to be superficially unclean or to lack orderliness, where such conditions do not create a problem for neighbors.

7. *Record of serious disturbance of neighbors, destruction of property, or other disruptive or dangerous behavior* consists of patterns of behavior which endanger the life, safety, or welfare of other persons by physical violence, gross negligence, or irresponsibility; which damage the equipment or premises in which the applicant resides; or which are seriously disturbing to neighbors or disrupts sound family and community life, indicating the applicant's inability to adapt to living in a multi-family setting. This includes neglect of children which endangers their health, safety, or welfare; judicial termination of tenancy in previous housing on the grounds of nuisance or objectionable conduct; oral alcoholism or frequent loud parties, which have resulted in serious disturbance of neighbors.

Applicant Selection and Assignment

A. Dwelling Unit Offers

1. The PHA will make one unit offer. If this unit is rejected, the applicant goes to the bottom of the waiting list.

2. When the applicant is matched to the specific unit, that dwelling unit becomes "unrentable" until the offer is made and accepted or rejected. In order to reduce vacancy loss, it is necessary that processing from this point moves as quickly as possible. To that end, the following conditions shall apply to dwelling unit offers:

a. As an applicant moves near the top of the waiting list, the Housing Authority will contact the applicant family to determine continued interest, to update the application for final processing, to alert the applicant that an offer is likely in the near future, and to inform the applicant about the requirements for move-in, such as utility deposits, security deposits, etc.

b. Upon availability for occupancy, an applicant will be offered a unit.

c. Upon offer of an apartment, the applicants shall have two days to accept or reject the apartment. Failure to give an answer within the prescribed time period shall be counted as rejection of the offer.

d. Upon acceptance of the offer, the applicant will then be assigned a deadline for move-in. Before the end of this period, the applicant must complete all outstanding pre-occupancy requirements, such as joint HQS unit inspection, establishment of utility services, leasing interview, and lease execution. Failure to complete move-in requirements within the assigned period will result in withdrawal of the offer and inactivation of the application.

3. Unit Refusals

a. Applicants will be made one offer of a unit of appropriate size and type. Should the family reject the offer, the family will be placed at the bottom of the waiting list.

b. Upon return to the top of the waiting list, such an applicant would be made an offer in accordance with the provisions of this policy. Upon refusal of one such offer, including any in neighborhoods previously refused, the applications shall again be placed at the bottom of the waiting list.

c. When an applicant refuses an offer of an apartment, his/her applications shall be returned to the bottom of the waiting list, unless the applicant can document that a move at that time would create an undue hardship on the family which is **NOT** related to race, creed, sex, national origin, religion, handicap, or familial status.

d. Applicants not responding to an offer of housing by the PHA shall be ruled ineligible, and their application will be removed to the inactive/ineligible file and so documented.

e. An applicant will have two working days to accept or reject an offer of housing after receipt of notice of unit availability. Failure to respond to a notice of unit availability will be treated as a "no" response.

Occupancy Provisions

A. Ineligibility for Admission for Drug Use or Alcohol Abuse

1. The Authority will not consider, nor accept applications for admission from persons if the Authority determines there is reasonable cause to believe the applicant or other individuals named by the applicant as household members engage in a pattern of illegal use of controlled substance or abuse of alcohol, and this pattern of behavior may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

2. The Vineland Housing Authority may waive this policy prohibiting accepting of an application in these circumstances if the person demonstrates to the VHA's satisfaction that the person is no longer engaging in illegal use of controlled substance or abuse of alcohol and:

- has successfully completed a supervised drug or alcohol rehabilitation program;
- has otherwise been rehabilitated successfully; or

→ is participating in a supervised drug or alcohol rehabilitation program.

3. Ineligibility if Evicted for Drug -Related Activity

a. Drug -related criminal activity is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use a controlled substance.

b. Persons evicted from public housing, Indian housing, Section 203, or any Section 8 program because of drug -related criminal activity are ineligible for admission to any Vineland Housing Authority program for a three -year period beginning on the date of such eviction.

The Vineland Housing Authority may waive this requirement if:

→ the person demonstrates successful completion of a rehabilitation program approved by the VHA; or

→ the circumstances leading to the eviction no longer exist. (Example: the individual convicted of the drug -related offense is no longer a member of the applicant's household.)

4. Ineligibility for Admission Due to Criminal Activity

1. The Vineland Housing Authority will not consider or accept an application for admission to any of its programs from a person if the Authority determines here is reasonable cause to believe the applicant or other person(s) named by the applicant as a household member exhibits a history of criminal behavior, including violent crimes or any other crimes, that would pose a threat to the life, health, safety, or right to peaceful enjoyment of the premises by other residents.

2. The Housing Authority may waive this policy prohibiting admission in these circumstances if the person demonstrates to the Housing Authority's satisfaction that the person is no longer engaging in the criminal behavior and the likelihood of that behavior is no longer probable. Evidence of rehabilitation may be considered along with any other evidence suggesting favorable conduct in the future.

Chapter 7

Occupancy

A. Occupancy Standards – Bedroom Size

1. Bedroom size is based upon HUD guidelines, and the following standards will determine the number of bedrooms required to accommodate a family of a given size:

Bedroom standards are:

Number of Bedrooms	Minimum Persons	Maximum Persons
0	1	1
1	2	2
2	2	4
3	4	6
4	6	8
5	8	10
6	10	12

2. The above standards regarding the minimum and maximum number of persons, who will occupy a unit will be applied within the restraints of financial solvency and program stability. The PHA will also assign units based on the type of unit needed by the individual applicant or applicant family. When it is found that the size of the dwelling is no longer suitable for the family in accordance with these standards, the family will be required to move as soon as a dwelling of appropriate size becomes available. These families will be transferred in accordance with the Transfer Policy. In the situation where a tenant requires a different sized dwelling unit, and the tenant has either an outstanding balance, a history of poor housekeeping standards, or destruction of property, or has not been a desirable tenant, the tenant will be deemed ineligible for transfer and will be referred for termination.

(a) An applicant, who is single and childless at the time of the application, but is pregnant at the time of the application, or who is in the "legal" process of obtaining legal custody of a child under the age of 18, will be admitted to a two-bedroom apartment. If the birth or the custody does not transpire, the applicant will not be eligible for the status of "family" and will be considered as a single person requiring the appropriate bedroom size.

(b) The head of each household and his/her spouse (unless medical reasons dictate) are assigned to one bedroom.

(c) Two children of the same sex are expected to share one room.

(d) Foster children are normally included in determining unit size.

(e) Persons of different generations, persons of the opposite sex (other than spouses), and unrelated adults will not be required to share a bedroom.

(f) A live-in care attendant, who is not a member of the family, will not be required to share a bedroom with another member of the household.

(g) Space may be provided for a child, who is away at school, but who lives with the family during school recesses.

(h) A single parent or head of household will not be expected to share a bedroom with his/her child or children.

(i) A family member, who has a specific health reasons such as a handicap and/or disability, will be considered for a larger unit.

(j) Living room space is not permitted to "double" as a bedroom.

3. Upon admission, bedrooms shall be occupied by not more than two persons. For continued occupancy, exceptions to this requirement may be waived based on existing conditions affecting family members. These conditions may include one or more of the following:

(a) Relationship of family members to one another

(b) Ages of household members

(c) Sex of persons to occupy the unit

(d) Handicap

(e) Other individual circumstances

B. Assignment Policies

1. Residents will be assigned to dwelling units based upon HUD rules and regulations and the Civil Rights Act to accrue equal opportunity and non-discrimination on the grounds of race, color, sex, or national origin, and to avoid segregation, or handicap status.

2. As dwelling units become available for occupancy, the Authority will offer the **NEXT ELIGIBLE** applicant on the waiting list an opportunity for a dwelling of appropriate size and type. Should the applicant turn down the unit, the applicant will be placed at the bottom of the waiting list with a new date.

C. Occupancy of Handicapped - Accessible Dwelling Units

1. Before offering a vacant handicapped-accessible unit to an applicant, who is not handicapped, the Authority will offer to transfer a current resident, who has a handicap, which requires the accessibility features of the vacant unit, but is not presently living in a handicapped unit.

2. After current residents are offered a handicapped-accessible unit, yet the unit remains vacant, eligible applicants on the waiting list will be offered the units.

3. If a non-handicapped applicant accepts a handicapped-accessible unit, the Housing Authority will reserve the right to transfer the non-handicapped resident into a unit, which is not handicapped accessible.

4. Those units designated for the mobility impaired shall be offered to applicants, who require the accessibility features of that unit.

D. Transfers

1. Transfers will be made without regard to race, color, national origin, or handicap, or to accommodate a handicapped unit for mobility impaired.

E. Transfer Policy

1. Transfers will be made to alleviate overcrowding and under-utilization of space. A transfer list will be maintained, which shall include the date the need for a transfer was evidenced by the Authority, number of persons in the unit, and the unit size.

F. Leasing of Dwelling Units

1. Lease Agreement

(a) The head of the household/spouse and all adult household members age 18 years and older of each family accepted as a tenant are required to execute a lease agreement in such form as the Housing Authority shall require prior to actual admission. One copy of the lease will be given to the lessee, and the original will be filed as part of the permanent records established for the family.

The head of household, according to the lease, will be legally responsible for the family unit and will be held liable for the conduct of the family members and guests and for the needs of the family.

2. Each lease shall specify the unit to be occupied, the date of admission, the size of the unit to be occupied, all family members who will live in the unit, the rent to be charged, the date rent is due and payable, other charges under the lease, and the terms of occupancy. It shall be explained in detail to the head of household or other responsible adult before execution of the lease.

3. The lease shall be kept current at all times. If a resident family transfers to a different unit in the same or another PHA community, the existing lease will be canceled. A new lease will be executed by the head of household for the unit to which the family is to move.

If any other change in the resident's status results in the need to change or amend any provisions of the lease, or if the PHA desires to waive a provision with respect to the resident, (1) the existing lease is to be canceled and a new lease executed, or (2) an appropriate rider is to be prepared and executed and made a part of the existing lease.

4. If, through any cause, a signer of the lease ceases to be a member of the resident family, the lease is to be voided; and a new lease agreement executed and signed by a remaining member of the family, who can qualify as a lessee, provided such person meets the requirements and provided the family is otherwise eligible for continued occupancy.

5. During the term of a lease agreement, changes in rent or household composition shall be made in the following manner:

(a) Changes in rent may be made by proper notice to the resident, dated and signed by both resident and the Authority. Such notices shall become part of the existing lease.

(b) Changes in household composition may be related to Resident Certification or Re-certification forms, whichever is later.

(c) Required documents are made part of the dwelling lease by reference. These include, but are not limited to, the Admissions and Continued Occupancy Policy, (ACOP) and other related documents.

(d) Cancellation of a tenant's lease is to be in accordance with provisions of the lease. Generally, the lease shall not be canceled or reviewed except for serious or repeated violations of its terms by the tenant. Written records shall be maintained containing the pertinent details of each eviction.

(e) Live-in caretakers, as defined, will not be party of the lease nor will the caretaker's income be taken into consideration in the calculation of resident rent. Families requiring live-in caretaker assistance must have such assistance approved by the PHA prior to the caretaker's occupancy in the dwelling unit. In the event that the family vacates the unit, the caretaker will be required to vacate, as well. In no case will the caretaker be considered the remaining member of the tenant family.

G. Notification of Applicant

1. Each applicant determined to be eligible shall be promptly notified by the Housing Authority of such determination and of the approximated date of occupancy.
2. Each applicant determined to be ineligible shall be promptly notified by the Housing Authority (in writing) of such determination with the reasons therefor and of his right, upon his request within a reasonable time, to an informal hearing on the determination in order to make such reply or explanation as he may wish.
3. Applications found ineligible and/or withdrawn for any reason are removed from the active file permanently. These applicants are not denied the opportunity to file a new application, setting forth a new application number and date in accordance with the date of filing new application.

H. Security Deposit

1. The resident shall provide the Housing Authority prior to occupancy with a security deposit as designated in the lease agreement. Interest shall be paid on the security deposit if held longer than 13 months as prescribed by the State of New Jersey Landlord Tenant Act.
2. Security deposits shall be returned to the tenant within 30 days after vacating the premises if all terms, covenants, and conditions of the lease have been fully performed; or a letter of disposition explaining why the Housing Authority is withholding the security deposit will be sent.

Admission of Additional Members to a Current Household

A. Purpose

1. Population in excess of the number of persons for which a neighborhood or unit was designed is often the cause of many serious management problems including crime, vandalism, excessive maintenance costs, and low tenants satisfaction. It is with this in mind that this section of this ACOP is established.

B. Application Procedure

1. The resident of a household that wishes to add additional members to their household must first submit a written application in the form prescribed by management for approval by the executive director or his/her designee.

C. Eligibility Criteria

1. All new member(s) must be determined eligible in accordance with the eligibility criteria.
2. The unit in which new members are requesting admission shall not be overcrowded and shall be maintained in accordance with the Occupancy Standards.

D. Application Denial

1. The PHA may deny the application for any of the following reasons:
 - (a) Applicant(s) do not meet eligibility criteria.
 - (b) The dwelling unit is overcrowded or would exceed the Occupancy Standards.
 - (c) Applicant(s) do not meet the criteria for family.
 - (d) Applicant(s) are former members of resident family and have since become emancipated and are attempting to re-enter household for support or other reasons.
 - (e) Other reasons as determined from time to time by the executive director or his designee.

E. Additions Which Do Not Require Approval of the Applications

1. The PHA shall not deny approval for any of the following:
 - (a) Newborn infants of members currently on the lease.
 - (b) Minor children of members currently on the lease, who were removed from their care by court action and are being returned.

F. House Guests

1. Dwelling units are adequate in size for the resident family only. No household guest will be permitted to reside in any unit in excess of 14 calendar days per year.

Approval Process for Residents Requesting Permission to Operate a Business in the Unit

A. Prior to making a determination, the residents shall request the PHA's permission in writing and include in the request a complete outline of business activities and other data as may be requested by the PHA. When a resident desires to operate a legal profit-making business from the leased unit, the PHA shall use the following factors in determining whether or not such activities are incidental to the primary use of the lease unit:

1. Local building health codes, requirements for license or governmental approval.
2. Local zoning ordinances.
3. The effect on PHA insurance coverage.
4. Utility consumption.
5. Possible damage to the leased unit.
6. Estimated traffic and parking.
7. Disturbance of other residents.
8. Attraction of non-residents to the neighborhoods.
9. Possible use of tenant business as a cover for drug-related activities

Special Occupancy Provisions

A. Occupancy by Police Officers

1. The Housing Authority may allow a police officer(s), who is not otherwise eligible for residence in public housing, to reside in a Housing Authority dwelling unit for the purpose of increasing security for residents of the Housing Authority.

2. A "police officer" means any person determined by the Housing Authority to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a federal, state, or local government or by any agency thereof.

B. Terms and Conditions of Tenancy

1. The Housing Authority shall make known to federal, state, city, and county law enforcement agencies within the Housing Authority's jurisdiction of the Housing Authority's policy to allow police officers to reside in a public housing dwelling unit. Police officers will be required to submit proof of family size and proof of full-time employment as a police officer. The police officer will be charged ceiling or flat rent for the unit. The police officer(s) will be required to sign a dwelling lease and will be bound by the provisions of the lease. Family composition and proof of employment will be re-examined not to exceed 12

months of occupancy of the unit. Loss of status of full-time employment as a police officer will result in an interim re-examination to determine income eligibility. If the resident does not meet income eligibility requirements following loss of full-time employment as a police officer, the resident will be issued a notice to vacate the unit.

2. Police officer(s) will be assigned vacant units within the development stipulated above. If the development(s) is/are 100% occupied, and a police officer has completed the required paperwork for occupancy of a dwelling unit, the next available dwelling unit in the target developments will be offered to the police officer. Current residents will not be required to vacate units for occupancy by police officers unless the resident agrees to move, and there is a comparable unit available for the family. In such a case, the Housing Authority will pay moving expenses for the family.

Chapter 8

Admissions & *Continued* Occupancy Policy

Eligibility for Continued Occupancy

A. There is to be eligible for continued occupancy in the PHA communities only those residents:

1. Who qualify as a family as defined by federal requirements and this policy (See Chapter 13).
2. Who conform to the Occupancy Standard established for lower-income housing.
3. Whose past performance in meeting financial obligations -- especially rent and other charges -- is satisfactory.
4. Whose family members have no record of disturbance of neighbors, destruction of property, unsafe living habits, substance abuse, or any other history which may be reasonably expected to adversely affect:
 - a. The health, safety, or welfare of other residents
 - b. The peaceful enjoyment of the neighborhood by other residents

c. The physical environment and fiscal stability of the neighborhood

5. Whose family does not have a record of grossly unsanitary or hazardous housekeeping. This includes the creation of fire hazard through acts such as the hoarding of frags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage improperly; or serious neglect of the premises. In cases where a qualified agency is working with the family to improve its housekeeping and the agency reports that the family shows potential for improvement, a decision as to the eligibility shall be reached after a referral with the executive director or his/her designee. This category does not include families, whose housekeeping is found to be superficially unclean or lacks orderliness, where such conditions do not create a problem for the neighbors.

6. Who have not been involved in drug-related or criminal activity

7. Who have not been convicted of a crime

8. Who are not currently engaging in the use of controlled substances and/or engaging in alcohol abuse.

9. Who is not subject to a lifetime registration requirement under the state sex offender registration program

10. Who meet the requirements for community service or participation in self-sufficiency programs

11. Who continue to occupy the apartment on a full-time basis. Occupancy of another dwelling unit or failure to occupy the unit for a period greater than 60 days shall be grounds for termination of the lease.

12. Who are, with the aid of such assistance as is actually available to the family, physically and mentally able to care for themselves and their apartment and to discharge all lease obligations. Remaining member(s) of a resident family may be permitted to remain in occupancy provided that the Housing Authority, in its sole judgment, determines that the remaining person(s) is/are:

a. Otherwise eligible for continued occupancy; and

b. Capable of carrying out all lease obligations including, but not limited to, rent payment, care of the apartment, and proper conduct; and

c. Willing to assume all lease obligations of the prior leaseholder, including all payments under the lease; and

d. Legally competent to execute a lease in his/her/their own name(s)

13. In the event of the receipt of unfavorable information, consideration will be given to the time, nature, and extent of the applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct or financial prospects. For example:

a. Evidence of rehabilitation as verified by a duly qualified professional or representative of state or local government;

b. Evidence of the family's participation in, or willingness to participate in, social services or appropriate counseling service programs and the availability of such

programs;

c Evidence of the family's willingness to attempt to increase family income and the availability of training or employment programs in the locality.

B. Citizenship/Eligible Immigration Status

1. In order to remain eligible for continued occupancy, a family member must be a U.S. citizen or eligible immigrant. Individuals, who are neither, may elect not to contest their status. Eligible immigrants are persons, who are in one of the six immigrant categories as specified by HUD.

2. For the Citizenship/Eligible Immigration requirements, the status of each member of the family is considered individually before the family's status is defined.

a. *Mixed families*: A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed." Such families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

b. *No eligible members*: Families that include no eligible members will be ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

c. *Non-citizen students*: Defined by HUD in the non-citizen regulations and are not eligible for assistance.

Inspections and Re-Examinations

A. Inspections

1. Move-In Inspections

a. Prior to occupancy, a representative of the participant family and of the PHA maintenance staff will accomplish a physical inspection of the dwelling unit. The maintenance or management staff representative will demonstrate to the family representative the operation of the unit appliances and fixtures.

b. The condition of the dwelling unit will be recorded on an inspection form provided by PHA. The inspection form will be signed by the family representative and the PHA representative. Any repairs noted will be effectuated prior to occupancy if the repairs are of such a nature that occupancy of the unit either (1) cannot occur or (2) the unit in its present condition is unacceptable to the family. If the repairs to be effectuated do not prohibit occupancy by the participant family, and the unit is acceptable to the family in its current condition, such repairs will be completed within 30 days of move-in. A copy of the completed inspection form will be provided to the participant family, and a copy will be retained in the family's occupancy file.

B. Housing Quality Standards (HQS) Inspections

1. The Housing Authority shall maintain its public housing properties in a condition that

complies with standards that meet or exceed the housing quality standards established by HUD. Such housing standards shall ensure that dwelling units are safe and habitable.

2. The Housing Authority shall inspect all units annually in accordance with the Secretary's requirements. The Housing Authority shall retain the results of such inspections and, upon request of the Secretary, the Inspector General for the Department of Housing and Urban Development, or any other auditor conducting an audit under Section 5(h), shall make such results available.

3. HQ S inspections shall be conducted using the PHA's forms and shall document unreported maintenance problems and verify if the unit is being kept in a decent, safe, and sanitary manner. Copies of the inspection(s) will be provided to the family, noting any deficiencies to be corrected by the family or the PHA. Where the family has been advised to take corrective action, the PHA staff will conduct a follow-up inspection not to exceed 30 days, if such corrective action is of a general nature.

4. Where the corrective action to be taken is necessary to remedy an immediate threat to health and/or safety, the reinspection will occur within 24 hours. Non-compliance by the family can result in termination of tenancy.

B. Move-Out Inspections

1. Prior to the family's vacating a dwelling unit, the family will be encouraged to participate in a move-out inspection along with a member of the PHA staff. The actual move-out inspection will not be conducted until the family has vacated the unit. The condition of the dwelling unit will be recorded on the inspection form utilized for the pre-occupancy inspection of the same dwelling unit, allowing for a comparison of pre- and post-occupancy conditions. Any claim against the family for tenant-caused damages will be based upon this comparison.

2. Following move-out by the family, renovation and/or redecoration of the dwelling unit as a result of the family's occupancy will be accomplished. Charges for items of repair, renovation, and/or redecoration of the dwelling unit made necessary by abuse, negligence, or deliberate destruction by the family will be assessed against the family's security deposit. Should the security deposit prove insufficient relative to the actual cost of such repairs, PHA management will take any and all actions at its disposal to collect the remaining balance from the family.

Re-Certifications [24CFR960.209]

A. Annual Re-Examinations

1. At least once each year, or as requested by management, residents must furnish such accurate information to management regarding family composition, employment, and family income, as may be necessary to make determination with respect to rent, eligibility, and the appropriateness of dwelling size.

a. Verification may include, but is not limited to, earning reports from employers, certified copies of state and federal income tax returns of any member of the household, W-2 forms, etc.

b. Approximately one month prior to a resident's re-exam date, a letter will be sent to the residents notifying them of their scheduled appointment for re-certification.

c. If the tenant does not provide proof of income or family composition, a notice will be sent to the resident giving the resident ten days to provide the requested information in accordance with the lease. The notice will also inform the resident that failure to provide the requested information may result in termination of the lease or rent will be adjusted to fair market rent.

d. The length of time from date of admission to date of first re-examination may not exceed 12 months, according to current federal regulations. Therefore, in order to fit a new resident into the established schedule, the first regularly scheduled re-examination may be conducted in a period of less than 12 months.

e. Each resident household is to be notified in writing of any changes required in rent or unit occupied and of any misrepresentations or lease violations revealed by the re-examination and the corrective action to be taken.

B. Special Re-Examination of Residents

1. If it is not possible at the time of admission or regular re-examination of a resident family to determine annual family income with any reasonable degree of accuracy, a temporary determination of income and rent is to be made; and a special re-examination will be scheduled within 30, 60, or 90 days depending upon the family's circumstances. The resident is to be notified in writing of the date of the special re-examination.

2. If annual family income can reasonably be established at the time scheduled, the re-examination is to be completed and actions taken as appropriate. If a reasonable anticipation of annual family income cannot be made, another special re-examination is to be scheduled.

3. It shall be the policy of the Vineland Housing Authority to examine the monthly financial circumstances of *all residents*, who report a *zero income*. It is the responsibility of the resident to provide physical proof of a zero income. In the event that a resident does not provide proof of the zero income, the Authority reserves the right to begin eviction procedures.

C. Interim Adjustment of Rent

1. Rents shall be adjusted either upward or downward in cases of unanticipated changes in family/household circumstances; such changes *may include, but are not limited to*:

a. Loss or addition of family/household member.

b. Commencement or termination of public assistance.

c. Gain or loss of employment or income source.

d. Gain or loss of family member qualifying as a full-time student.

e. Rent calculations and/or procedures changed or altered by federal law.

In cases of ten-month employment cycles; for example, public school food service workers, custodial workers, and teacher aides, no interim rent changes shall be effected during the two months of non-employment. Instead, the ten-month incomes shall be considered annual income and shall be computed on a 12-month basis following the normal eligible deductions for dependents, etc.

2. Residents are responsible to notify management of changes in circumstances within 10 days of such occurrence.

3. Failure to report reduction in family income in a timely manner will not result in retroactive rent reduction. Failure to report in a timely manner changes in family income will result in retroactive adjustment/increase.

4. Decrease in rent will become effective the first of the month after the change is reported. Increases in rent will become effective the first of the second month.

5. Interim re-examinations will be conducted as necessary in accordance with changes in program requirements or in administrative procedures.

6. Interim decreases in rents shall become effective the first month following that in which the tenant reported the change except that in the corrections of error. All changes must be reported and verified prior to the 15th day of the month in order for the decrease to be effective the first of the following month.

7. The PHA reserves the right to require participating families to undergo an interim re-examination to comply with changes to HUD rules and regulations.

D. Processing Re-Examinations

1. All re-examinations shall be processed under the following conditions:

a. All data must be verified and documented as required. The Housing Authority **will not** adjust rent downward until satisfactory verification is received. Verification must be received by the 15th of the month in order for the decrease to be effective on the first of the following month.

b. Lease terminations resulting from re-examinations shall be conducted in accordance with the terms of the lease.

c. Families that are determined to be in an incorrect size or type of unit will be placed on the Transfer List in accordance with the Transfer Policy.

d. All interim changes in tenant's rent are to be made by a standard "Notice of Rent Adjustment," which shall become a part of the lease. Changes in rent resulting from Annual Re-examination shall be incorporated into the new lease, which shall be executed by the Housing Authority and the tenant or by "Notice of Rent Adjustment."

e. Interim decreases in rents shall be effective on the first day of the month following the month in which the change was reported in writing and verification is completed to the satisfaction of the Housing Authority, as long as the verification has been completed by the 20th of the month.

f. If it is found that a tenant has misrepresented or failed to report facts upon which his rent is based so that he is paying less than he/she should be paying, the increase in rent shall be made retroactively to the date that the increase would have taken

effect. The tenant may be required to pay within seven days of official notification by PHA, the difference between the rent he has paid and the amount he should have paid. In addition, the tenant may be subject to civil and criminal penalties. Any misrepresentation is a serious lease violation that may result in termination of the lease.

g. The executive director of the Housing Authority or his/her officially designated representative shall certify on every application for admission or continued occupancy that all claims have been verified and that the determination of the Housing Authority is correct.

Termination of the Dwelling Lease

A. The Housing Authority shall not terminate or refuse to renew a lease agreement other than for serious or repeated violation of the terms of the lease, violation of applicable federal, state, or local laws, or other good cause. The dwelling lease shall be terminated by the Housing Authority in accordance with applicable HUD regulations.

1. "Good cause" as used in this section means serious or repeated violation of material terms of the lease such as failure to make payments due under the lease or to fulfill the resident obligations set forth in the lease.

2. The Housing Authority may terminate the lease for any occupancy violation of Section 576(b) of the Quality Housing and Work Responsibility Act of 1998 (relating to the ineligibility of illegal drug users and alcohol abusers) or the furnishing of any false or misleading information pursuant to Section 577 of such Act (relating to termination of tenancy and assistance for illegal drug users and alcohol abusers), or Section 428 relating to the conviction for manufacturing or producing methamphetamine (speed).

3. The Housing Authority may terminate the lease if the Housing Authority determines that the resident is illegally using a controlled substance or whose illegal use (or pattern of illegal use) of a controlled substance, or whose abuse (or pattern of abuse) of alcohol, is determined by the Housing Authority to interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

4. The Housing Authority may terminate the lease for any activity by any household member, on or off the premises, that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of the Housing Authority.

5. The Housing Authority may terminate the lease for any violent or drug-related criminal activity on or off the premises of the Housing Authority, or any activity resulting in a felony conviction.

a. The term "drug-related criminal activity" for the purpose of this policy means the illegal manufacture, sale, distribution, use, or possession with intent to sell, distribute, or use of a controlled substance. [24CFR966.4(12)(B)(ii)]

b. The Housing Authority reserves the right to terminate tenancy for criminal activity before or after conviction of the crime.

6. The Housing Authority may terminate the lease for failure to meet community service or participation in self-sufficiency program requirements. [24CFR960.607(b)]

7. The Housing Authority may terminate the lease for failure to pay charges, including late charges or charges for damage to Housing Authority property.

8. The Housing Authority may terminate the lease for lying about material facts in any written Housing Authority statements.

9. The Housing Authority may terminate the lease for serious or repeated damage or destruction of Housing Authority property.

10. The Housing Authority may terminate the lease for making or keeping a threat to the health or safety of other residents or Housing Authority employees.

11. The Housing Authority may terminate the lease for failure to maintain resident-purchased utilities.

12. The Housing Authority may terminate the lease for allowing unauthorized guests to remain in the household. PHA management may find that extenuating circumstances exist, however. The Housing Authority will terminate the lease of any resident, whose address has been used by an individual other than a member of the household as their address; e.g., driver's license, job application, etc.

13. Procedure for termination of the lease shall be as follows:

a. The Housing Authority shall give 14 days written notice of termination if said termination is caused by resident's failure to pay rent.

b. The Housing Authority shall give a reasonable time period, but not to exceed 30 days, if the health or safety of the tenants, Housing Authority employees, or persons residing in the immediate vicinity of the premises is threatened, or in the event of any drug-related or violent criminal activity or any felony conviction.

c. The Housing Authority shall give 30 days written notice of termination in all other cases.

d. A written record of every lease termination shall be maintained by the Authority and shall contain the following information:

(1) Name and identification of the unit occupied.

(2) Date and copy of Notice of Termination.

(3) Specific reason(s) for Notice to Terminate.

(4) Date and method of notifying tenant of reasons for lease termination.

(5) Summary of any conference(s) with the tenant, including names of conference participants.

Abandonment of a Unit

A. The PHA may take possession of the dwelling after a resident has moved out. In the absence of actual knowledge of abandonment, it shall be presumed that the resident has abandoned the dwelling if the resident is absent from the dwelling for a period of 15 days; and the resident has not notified the PHA in writing in advance of an intended absence or otherwise as provided in this agreement. The following criteria will be used in determining if the unit has been abandoned.

1. Some or all of utilities have been turned off.
2. A dramatic reduction in utility/electric bills.
3. Repeated inability to contact the resident.
4. Incarceration or sentencing of the head of household for more than 30 days.
5. No personal possessions remaining in the apartment.

The Housing Authority will post a 10 -day notice at the abandoned unit. The 10 -day notice shall inform the participant family of the Housing Authority's intention to terminate the lease and related actions. If the participant family does not respond to the notice within five days, the family's lease will be terminated; and the Housing Authority will enter the unit to remove any remaining personal possessions. PHA may remove and dispose of any personal property left in the resident's well elsewhere on the PHA's property. Reasonable cost of any storage, removal and/or disposal shall be charged to the resident or assessed against resident's security deposit, unless in PHA's sole discretion, it is determined that documentable condition existed which prevented the resident from occupying the dwelling.

Community Service and Family Self - Sufficiency [24 CFR Subpart F, Section 960.600 - 960.609]

A. Policy Statement

1. It is the policy of the Housing Authority to enhance and promote economic and social self - sufficiency. As such, the Housing Authority shall provide the following for the enhancement of the economic and social self - sufficiency of assisted families:

- a. *Income Mix* (the PHA may establish and utilize income -mix criteria for the selection of residents).
- b. *Targeting* (mandatory)

(1) Not less than 40% of dwelling units owned by the Housing Authority shall be occupied by families, whose incomes at the time of commencement of occupancy, do not exceed 30% of the area median income.

c. Administration of Qualifying Community Services or Self-Sufficiency Activities of Residents for Economic Self-Sufficiency (mandatory)

(1) The PHA may administer qualifying community service or economic self-sufficiency activities directly, or may make such activities available through a contractor, or through partnerships with qualified organizations, including resident organizations, and community agencies or institutions. [24 CFR 960.605(b)]

B. Definition of "Economic Self-Sufficiency Program"

1. Any program designed to encourage, assist, train, or facilitate the economic independence of participants and their families or to provide work for participants, including programs for job training, employment counseling, work placement, basic skill training, education, workfare, financial or household management, apprenticeship, or other activities as the Secretary may provide.

C. Definition of "Community Services"

1. Community service is the performance of voluntary work or duties in the public benefit that serve to improve the quality of life and/or enhance residents' self-sufficiency, or/and increase the self-responsibility of the resident within the community in which the resident resides. Political activity is excluded. [24 CFR 960. 601(b)]

D. Community Service and Family Self-Sufficiency Requirement

1. As a condition of continued occupancy, excluding residents under Paragraph D (Exemptions) below, each adult resident of the Housing Authority shall:

a. Contribute eight hours per month of community service (not including political activities) within the community in which that adult resides; or [24 CFR 960.603(1)]

b. Participate in an economic self-sufficiency program for eight hours per month. [24 CFR 960.603(2)]

c. Perform eight hours per month of combined activities [24 CFR 960.603(3)]

E. Exemptions [24 CFR 960.601(b)(1)(2)(i)(ii)(3)(4)(5)]

1. Exemptions to Paragraph C (Community Service and Family Self-Sufficiency Requirement) above shall be made for any individual, who:

a. Is 62 years of age or older.

b. Is a blind or disabled individual defined under Section 216(i)(1) or 1614 of the Social Security Act [42 USC 416(i)(1); 1382c] and who is unable to comply with this section or is a primary caretaker of such individual.

c. Is engaged in a work activity (as such term is defined in Section 407(d) of the Social Security Act [42 USC 607(d)], as in effect on and after July 1, 1997).

d. Meets the requirements for being exempted from having to engage in a work activity under the state program funded under Part A of Title IV of the Social Security Act (42 USC 601 et seq) or under any other welfare program of the state in which the public housing agency is located, including a state -administered welfare -to-work program.

e. Is in a family receiving assistance under a state program funded under Part A of Title IV of the Social Security Act (42 USC 601 et seq) or under any other welfare program of the state in which public housing agency is located, including a state -administered welfare -to-work program, and has not been found by the state or other administering entity to be in non -compliance with such program.

F. Annual Determinations [24 CFR 960.605(4)]

1. For each public housing resident, the Housing Authority shall, 30 days before the expiration of each lease term of the resident, review and determine the compliance of the resident with the requirement under Paragraph C (Community Service and Family Self

Sufficiency Requirement) above. **A family member, who is required to fulfill a service requirement, MUST provide signed certification to the Authority by such organization that the family member has performed such qualifying activities.** A "qualifying activity" is the "performance of voluntary work or duties that are a public benefit and that serve to improve the quality of life, enhance resident self -sufficiency, or increase resident self -responsibility in the community." Community service is not employment and may not include political activities. [24 CFR § 960.601(b)] Such determinations shall be made in accordance with the principles of due process and on a non -discriminatory basis.

G. Non-Compliance [24 CFR 960.607(b)]

1. If the Housing Authority determines that the resident subject to the requirement under Paragraph C (Community Service and Family Self -Sufficiency Requirement) has not complied with the requirement, the Housing Authority shall notify the resident in writing of such non -compliance. The written notification shall state that the determination of non -compliance is subject to the administrative grievance procedure and that failure by the resident to enter into an agreement, before the expiration of the lease term, to cure any non -compliance by participating in an economic self -sufficiency program for, or contributing to community service, as many additional hours as the resident needs to comply in the aggregate with such requirement over the 12 -month term of the lease, may be cause for lease termination.

2. The Housing Authority shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member subject to the requirement under Paragraph C (Community Service and Family Self -Sufficiency Requirement), who has been determined to be not compliant with the requirements under Paragraph C (Community Service and Family Self -Sufficiency Requirement) and has failed to attempt to cure the non -compliance.

H. Location of the Community Service or Family Self -Sufficiency Program

1. Adult residents subject to the requirement under Paragraph C (Community Service and Family Self -Sufficiency Requirement) may participate in a community service or an economic self -sufficiency program at a location not owned by the Housing Authority.

I. Treatment of Income Changes Resulting from Welfare Program Requirements [24 CFR 960.615]

1. This section applies to families that receive benefits for welfare or public assistance from a state or other public agency under a program for which the federal, state, or local law relating to the program requires, as a condition of eligibility for assistance under the program, participation of a member of the family in an economic self-sufficiency program.

a. Decreases in Income for Failure to Comply

(1) For families, whose welfare or public assistance benefits are reduced because of failure of any family member to comply with the conditions under the assistance program requiring participation in an economic self-sufficiency program or imposing a work activities requirement, the amount required to be paid by the family as a monthly contribution toward rent **shall not be decreased**.

b. Fraud

(1) For families, whose welfare or public assistance benefits are reduced because of an act of fraud by member of the family under the law or program, the amount required to be paid by the family as a monthly contribution toward rent **shall not be decreased** during the period of reduction, as a result of any decrease in income of the family, to the extent that the decrease was the result of benefit reduction due to fraud.

c. Reduction Based on Time Limit for Assistance

(1) The amount required to be paid as a monthly contribution toward rent by a family, whose welfare or public assistance benefits are reduced as a result of the expiration of a lifetime time limit for a family, and not as a result of failure to comply with program requirements, **shall be decreased** during the period of reduction, as a result of any decrease in income of the family, to the extent that the decrease was the result of benefit reduction due to expiration of a lifetime time limit.

d. Notice

(1) The Housing Authority shall obtain written notification from the relevant welfare or public assistance agency specifying that the family's benefits have been reduced and cause for reduction prior to redetermination of monthly contribution toward rent.

e. Grievance

(1) Any family affected by Paragraph H (Treatment of Income Changes Resulting from Welfare Program Requirements), 1a and 1b, above shall have the right to review the determination through the Housing Authority's grievance procedure.

Fraud

A. If the PHA has reason to believe that a family may have (or had before participating in the public housing programs) committed fraud, bribery, or other corrupt or criminal acts, the PHA will take action to determine whether or not there has been program abuse. Once the PHA determines that fraud has occurred and decides to terminate the lease due to fraud, the PHA will provide the family with a

30-day Notice to Evict. The PHA may require repayment by the family. Further, the PHA shall refer all fraud cases to the Regional Inspector General for Investigation (RIGID) or to local or state prosecutors with a copy to RIGID for investigation and possible criminal prosecution.

B. The Housing Authority considers the misrepresentation of income and family circumstances to be a serious lease and policy violation as well as a crime and will take appropriate action if apparent fraud is discovered. Specifically:

1. An applicant family, who has misrepresented income or family circumstances, may be declared ineligible for housing assistance.
2. If any examination of the tenant's file discloses that the tenant made any misrepresentation (at the time of admission or any previous re-examination date) which resulted in his/her being classified as eligible when, in fact, he/she was ineligible, the tenant may be required to vacate the apartment even though he/she may be currently eligible.
3. A tenant family, who has made misrepresentation of income or family circumstances, is subject to both the eviction and being declared ineligible for future housing assistance.
4. If it is found that the tenant's misrepresentations resulted in his/her paying a lower tenant rent than he/she should have paid, he/she will be required to pay the difference between rent owed and the amount that should have been paid. This amount shall be paid whether or not the tenant remains in occupancy, but failure to pay under terms established by the Housing Authority shall always result in immediate termination of the lease. The Housing Authority reserves the right to demand full payment within seven days.
5. The Housing Authority shall report apparent cases of tenant or applicant fraud to the appropriate government agency. It shall be the policy of the PHA to press state and federal authorities for prosecution of cases which, in the Housing Authority's judgment, appear to constitute willful and deliberate misrepresentation.

Chapter 9

Rent Collection Policy

A. Minimum Rental Amount

1. The PHA has established a minimum total tenant payment of \$50 per month.

B. Rent Collection

1. Rent is due on the first of each month and is considered late if not paid by the fifth working day of the month.

1. Payment must be in the office by the end of the fifth (5) working day or a late charge of \$25 will be added to the monthly rental payment.

3. A 14-day Notice of Termination will be served on the tenant on the sixth day of the month if rent is not paid. If the total rental payment due is not paid within 14 days, the PHA will file a summons and complaint for non-payment of rent with the District Court for all monies due and for possession of the unit. Rent will be accepted up until the court date. Should the resident wish to settle the suite out of court, resident payments shall include all past due rent, late fees, court filing fees, and other reasonable costs associated with the filing of the eviction.

4. If a family is served three later rent notices within a 12-month period, their leases shall be terminated for chronic rent delinquency.

C. Payments After the Delinquency Date

1. The family may enter into a written agreement with the PHA or court to pay back all outstanding indebtedness, including unpaid maintenance charges and retro-rent, plus incurred charges. Repayment agreements will not be entered into for delinquent rent. The option to enter into an agreement shall be solely at the discretion of the PHA. Any such agreement must

provide for a quick payout of debt, not to exceed an agreed -upon time payment for payment of total debt. Any resident failing to make payments in accordance with the terms of the agreement to repay, the PHA shall serve a Notice to Vacate to the family. Should the PHA be required to enforce the terms of the lease agreement through legal action, all related court costs, attorney fees, plus any outstanding indebtedness, will be included in the judgment.

D. Retroactive Rent Charges

1. Retroactive rent charges will be due and payable in full within 30 days of written notice. A repayment schedule may be established allowing a longer period upon approval of the executive director.

E. Vacated Tenants with Balances

1. Tenants, who vacate with balances due to the Authority, will be forwarded to the attorney for collection action.

F. Terms and Conditions of Payment of Security Deposits

1. Prior to lease signing, the Housing Authority must receive full payment of the security deposit. However, where the family moves in on other than the first of the month, the rent will be pro-rated for that month; but the full security deposit will still be due at the time of lease execution.

2. In properties designated for the exclusive occupancy by elderly, handicapped, or disabled persons, the PHA will allow the keeping of pets in accordance with the Housing Authority's Pet Policy. A condition of pet ownership is the payment of a pet deposit according to the Pet Policy.

3. In the event of damages discovered at move-out, the family's security deposit will be reduced by the amount necessary to execute repairs above "normal wear and tear." Any remaining balance will be refunded to the resident under the following conditions.

- a. The resident leaves a forwarding address or makes arrangements to pick up the deposit in person.
- b. The resident owes no other charges for excess utility consumption, late fees on rental payments, etc.
- c. The remaining balance will be paid within 30 days of move-out.

G. Terms and Conditions of Other Charges in Addition to Rent

1. The resident agrees to pay for all repairs made to the unit due to resident damage or neglect.

The resident must pay such charges at the first of the month following the charge.

2. The Authority shall establish non-rental charges and periodically update such charges, as necessary.

a. Utility allowances

b. Excess utility charges

c. Charges for damages

d. Fees for late payment of rent, legal fees, and court costs

e. After-hours lock out

f. Resident-requested change of locks

g. Any insurance deductible resulting from a claim for damages caused by the negligence/fault of the residents shall be charged to the resident.

3. **Any non-rental charges that remain for 45 days after billing become unpaid rent.**

4. There will be no charge for labor during regular working hours in cases when the repair or replacement is not due to the neglect or abuse by the tenant.

H. Emergency Calls

1. The Housing Authority reserves the right to determine what is an emergency.

2. The Housing Authority will only respond to emergency calls that directly affect the health and safety of residents or to protect Housing Authority property from further damage. Examples are, but not limited to:

a. Elevator problems

b. Plumbing problems

c. Electric problems

d. Heating problems

3. If an emergency occurs *prior* to the close of the business day, the tenant **must** call the Housing Authority immediately. If a resident fails to notify the Housing Authority in a timely manner of a "known" emergency/condition, the resident may be held financially responsible

for damage and/or cost of repair.

4. Any repair, which is not an emergency, will be scheduled for the next regular working day. The Housing Authority reserves the right to determine what is an emergency.

I. Exemption for Hardship Circumstances [24CFR960.253(f)(3)(i)]

1. The Housing Authority shall immediately grant an exemption from application of the **minimum monthly rental amount** to any family unable to pay such amount because of financial hardship, which shall include situations in which:

a. The family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program, including a family that includes a member, who is an alien lawfully admitted for permanent residence under the Immigration and Nationality Act and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996.

b. The family would be evicted as a result of the imposition of the minimum rent requirement.

c. The income of the family has decreased, because of changed circumstances, including loss of employment.

d. A death of a resident family member has occurred.

2. If a resident requests a hardship exemption, and the Housing Authority reasonably determines the hardship to be of a temporary nature, an exemption shall not be granted during the 90-day period beginning upon the making of a request for the exemption. A resident shall not be evicted during the 90-day period for non-payment of rent. In such a case, if the resident thereafter demonstrates that the financial hardship is of a long-term basis, the Housing Authority shall retroactively exempt the resident from applicability of the minimum rent requirement for such 90-day period.

J. Family Choice of Rental Payment [24CFR960.253]

1. The Housing Authority shall provide two rent options for any public housing dwelling unit owned, assisted, or operated by the Housing Authority:

a. *Flat Rents/Ceiling Rents* [24CFR960.253(b)(1)]

(1) The flat rental amount for the dwelling unit shall be based on the rental value of the unit as determined by the Housing Authority; or,

b. *Income-Based Rents* [24CFR 960.253(c)(1)(2)(3)]

(1) The monthly rental amount shall not exceed (upto) 30% of the monthly adjusted income. Income -based rents shall not be less than the minimum rental amount.

(2) The term “adjusted income” means, with respect to the family, the amount of income of the members of the family residing in a dwelling unit or the person on a lease after any income exclusions as follows:

(a) \$400 for any elderly or disabled family.

(b) The amount by which 3% of the annual family income is exceeded by the sum of:

(i) Unreimbursed medical expenses for any elderly family or disabled family.

(ii) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each handicapped member of the family, to the extent necessary to enable any member of such family (including such handicapped member) to be employed.

(iii) Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.

(iv) \$480 for each member of the family residing in the household (other than the head of the household or his or her spouse), who is less than 18 years of age or is attending school or vocational training on a full -time basis, or who is 18 years of age or older and is a person with disabilities.

(v) Any payment made by a member of the family for the support and maintenance of any child, who does not reside in the household, except that the amount excluded under this clause may not exceed \$480 for each child for whom such payment is made.

(vi) Any payment made by a member of the family for the support and maintenance of any spouse or former spouse, who does not reside in the household, except that the amount excluded under this clause shall not exceed the

lesser of:

❶ The amount that such family member has legal obligation to pay; or,

❷ \$550 for each individual for whom such payment is made.

(vii) The amount of any earned income of a member of the family, who is not:

❶ 18 years of age or older, and

❷ The head of the household (or the spouse of the head of the household).

**K. Switching Rent Determination Methods Because of Hardship Circumstances
[24CFR960.253(3)(f)(i)(2)(3)(i)(ii)(iii)]**

1. In the case of a family that has selected to pay rent in the amount equal to the flat rent/ceiling rent for the dwelling unit, the Housing Authority shall immediately provide for the family to pay rent in the amount equal to income-based rent during the period for which such election was made upon a determination that the family is unable to pay the amount determined, because of financial hardship, including:

a. Situations in which the income of the family has decreased, because of changed circumstances, loss or reduction of employment, death in the family, and reduction in or loss of income or other assistance;

b. An increase, because of changed circumstances, in the family's expenses for medical costs, child care, transportation, education, or similar items; or,

c. Such other situations as may be determined by the Housing Authority.

2. Families switching rent determination method, because of hardship circumstances, shall be limited to one rent switch within a 12-month period. Such rent switches are subject to interim re-examination provisions as detailed in this policy.

L. Encouragement of Self-Sufficiency [24CFR960.255(b)(1)(2)]

1. It is the policy of the Housing Authority to encourage and reward employment and economic self-sufficiency. As such, the Housing Authority may provide the following as incentives for employment and economic self-sufficiency:

a. *Disallowance of earned income from rent determinations* (mandatory)

(1) When a family member becomes employed after being unemployed for at least one year, or when income increases during the participation in any family self-sufficiency or job training program, or who is or was assisted under TANF within six months and whose earned income increases, rent **shall not** increase for 12 months after commencing work.

NOTE: Maximum four-year disallowance. **The disallowance of increased income of an individual family member is limited to a lifetime 48-month period starting from the initial exclusion date. [24 CFR 960.255 (6)(1)(2)(3)]**

b. Phase-in of Rent Increases (mandatory)

(1) Upon expiration of the 12-month period of disallowance of earned income from rent determinations, the rent payable by the family shall be increased due to continued employment of the family member, except that during the 12-month period beginning upon such expiration, the amount of the increase may not be greater than 50% of the amount of the total rent increase that would be applicable. (Rent may only increase by 50% of what it normally would during the next 12-month period.)

M. Treatment of Income Changes Resulting from Welfare Program Requirements

1. This section applies to families that receive benefits for welfare or public assistance from a state or other public agency under a program for which the federal, state, or local law relating to the program requires, as a condition of eligibility for assistance under the program, participation of a member of the family in an economic self-sufficiency program.

a. Decreases in Income for Failure to Comply

(1) For families, whose welfare or public assistance benefits are reduced because of failure of any family member to comply with the conditions under the assistance program requiring participation in an economic self-sufficiency program or imposing a work activities requirement, the amount required to be paid by the family as a monthly contribution toward rent **shall not be decreased**.

b. Fraud

(1) For families, whose welfare or public assistance benefits are reduced because of an act of fraud by a member of the family under the law or program, the amount required to be paid by the family as a monthly contribution toward rent **shall not be decreased** during the period of

reduction, as a result of any decrease in income of the family, to the extent that the decrease was the result of benefit reduction due to fraud.

c. *Reduction Base and Time Limit for Assistance*

(1) The amount required to be paid as a monthly contribution toward rent by a family, whose welfare or public assistance benefits are reduced as a result of the expiration of a lifetime time limit for a family, and not as a result of failure to comply with program requirements, **shall be decreased** during the period of reduction, as a result of any decrease in income of the family, to the extent that the decrease was the result of benefit reduction due to expiration of a lifetime time limit.

d. *Notice*

(1) The Housing Authority shall obtain written notification from the relevant welfare or public assistance agency specifying that the family's benefits have been reduced and cause for reduction prior to re-determination of monthly contribution toward rent.

e. *Grievance*

(1) Any family affected by Paragraph M (Treatment of Income Changes Resulting from Welfare Program Requirements), 1a and 1b above, shall have the right to review the determination through the Housing Authority's grievance procedure.

N. Utility Allowances

Olivia Towers: Residents living at this site supply their own interior electric. The PHA provides a utility allowance.

Scattered Rental

Units: Residents living at this site supply their own heat and electric. The PHA provides a utility allowance.

Chapter 10

Evictions

Eviction Procedure

A. Notice of Termination to the residents shall state reasons for the eviction and shall inform the resident of his/her right to make such reply as he/she may wish and of his/her right to request a hearing in accordance with the Authority's Grievance Procedure. (See Exhibit "D" – Grievance Procedure of the Housing Authority of the City of Vineland).

B. A written record of every eviction shall be maintained by the Authority and shall contain the following information:

1. Name of resident and identification of unit occupied.

2. Date of Notice to Vacate.

3. Specific reason(s) for Notice to Vacate. For example, if a resident is being evicted because of undesirable actions, the record should detail the actions, which resulted in the determination that evictions should be instituted.

4. Date and method of notifying resident with summary of any conferences with resident, including names of conference participants.

5. Detailed summary of any grievance or appeal processed and resolved pursuant to the Authority's Grievance Procedure.

6. No eviction actions shall be instituted, nor court costs or legal fees assessed, until after the notice period has expired or a Grievance Hearing has been completed.

Chapter 11

House Rules

The Housing Authority may establish "reasonable" House Rules for each complex:

House Rules – Parkview Apartments

1. Parking: Please refer to the site -specific Parking Regulations.
2. The Police Department has been given Power of Attorney to enforce all loitering, curfew, and trespassing ordinances. Visitors to your household must be made aware by you of this fact and come to and leave your unit in a way that does not infringe on the rights of the other residents.
3. Residents must bag their trash and take their trash out to the dumpsters daily. Residents are not allowed to keep trash cans outside their doorways. Recyclables must be disposed of as instructed by the City Recycling Office.
4. Residents may not leave belongings outside of their apartments at entryways or on porches where they could impede access to the unit, create a fire or health hazard, or become unsightly and detract from the neat and clean appearance of the building.
5. Since the Housing Authority charges for lock-outs that occur after normal business hours, residents are advised to leave an apartment door key with a friend or neighbor in the building.

House Rules – Axtell Estates

1. Parking: Please refer to the site -specific Parking Regulations.
2. The Police Department has been given Power of Attorney to enforce all loitering, curfew, and trespassing ordinances. Visitors to your household must be made aware by you of this fact and come to and leave your unit in a way that does not infringe on the rights of the other residents.
3. Residents must bag their trash and take their trash out to the dumpsters daily. Residents are not allowed to keep trash cans outside their doorways. Recyclables must be disposed of as instructed by the City Recycling Office.
4. Residents may not leave belongings outside of their apartments at entryways or on porches where they could impede access to the unit, create a fire or health hazard, or become unsightly and detract from the neat and clean appearance of the building.
5. Since the Housing Authority charges for lock-outs that occur after normal business hours, residents are advised to leave an apartment door key with a friend or neighbor in the building.

House Rules – Kidston Towers

1. Parking: Please refer to the site -specific Parking Regulations.
2. The Police Department has been given Power of Attorney to enforce all loitering, curfew, and trespassing ordinances. Visitors to your household must be made aware by you of this fact and come to and leave your unit in a way that does not infringe on the rights of the other residents.
3. Residents must bag their trash and throw the bags down the trash chutes. **Loose garbage must not be dumped down the chutes.** Recyclables must be disposed of as instructed by the City Recycling Office.
4. Residents may not leave items such as plants or knickknack stands in interior common hallways or elevator lobby areas.
5. Laundry facilities are for the exclusive use of Housing Authority residents.
6. Since the Housing Authority charges for lock-outs that occur after normal business hours, residents are advised to leave an apartment door key with a friend or neighbor in the building.
7. Residents may not prop open entry or emergency doors or do anything else to allow entry into the building by anyone except through the use of the passkey/entry fob or by the use of the intercom entry system. Residents are not to allow anyone into the building unless they recognize the individual as another resident, a VHA staff member, or a visitor of the resident opening the door. **DONOT LET ANYONE IN WHO IS NOT COMING TO SEE YOU.**
8. While your dwelling lease allows for reasonable visitation by family and friends, babysitting by residents on a regular basis is not permitted. When the actions of residents or their visitors disrupt the peace and quiet of other residents in the development, this activity must stop altogether.

House Rules – Olivio Towers

1. Parking: Please refer to the site -specific Parking Regulations.
2. The Police Department has been given Power of Attorney to enforce all loitering, curfew, and trespassing ordinances. Visitors to your household must be made aware by you of this fact and come to and leave your unit in a way that does not infringe on the rights of the other residents.
3. Residents must bag their trash and throw the bags down the trash chutes. Loose garbage must not be dumped down the chutes. Recyclables must be disposed of as instructed by the City Recycling Office.
4. Residents may not leave items such as plants or knickknack stands in interior common hallways or elevator lobby areas.
5. Laundry facilities are for the exclusive use of Housing Authority residents.
6. Since the Housing Authority charges for lock-outs that occur after normal business hours, residents are advised to leave an apartment door key with a friend or neighbor in the building.
7. Residents may not prop open entry or emergency doors or do anything else to allow entry into the building by anyone except through the use of the passkey/entry fob or by the use of the intercom entry system. Residents are not to allow anyone in to the building unless they recognize the individual as another resident, a VHA staff member, or a visitor of the resident opening the door. **DONOT LET ANYONE IN WHO IS NOT COMING TO SEE YOU.**
8. While your dwelling lease allows for reasonable visitation on by family and friends, babysitting by residents on a regular basis is not permitted. When the actions of residents or their visitors disrupt the peace and quiet of other residents in the development, this activity must stop altogether.

House Rules – Tarkiln Acres

1. Parking: Please refer to the site -specific Parking Regulations.
2. The Police Department has been given Power of Attorney to enforce all loitering, curfew, and trespassing ordinances. Visitors to your household must be made aware by you of this fact and come to and leave your unit in a way that does not infringe on the rights of the other residents.
3. Residents must bag their trash and take their trash out to the dumpsters daily. Residents are not allowed to keep trash cans outside their doorways. Recyclables must be disposed of as instructed by the City Recycling Office.
4. Residents may not leave belongings outside of their apartments at entryways or on porches where they could impede access to the unit, create a fire or health hazard, or become unsightly and detract from the neat and clean appearance of the building.
5. Laundry facilities are for the exclusive use of Housing Authority residents.
6. Since the Housing Authority charges for lock-outs that occur after normal business hours, residents are advised to leave an apartment door key with a friend or neighbor in the building.
7. Residents, who have registered a dog with the main office in accordance with the Housing Authority's Pet Policy, must exercise their dog on leash away from other apartments. The dog's waste must be picked up and disposed of in the trash dumpsters –not left on the ground.
8. While your dwelling lease allows for reasonable visitation by family and friends, babysitting by residents on a regular basis is not permitted. When the actions of residents or their visitors disrupt the peace and quiet of other residents in the development, this activity must stop altogether.

House Rules – D’Orazio Terrace

1. Parking: Please refer to the site -specific Parking Regulations.
2. The Police Department has been given Power of Attorney to enforce all loitering, curfew, and trespassing ordinances. Visitors to your household must be made aware by you of this fact and come to and leave your unit in a way that does not infringe on the rights of the other residents.
3. Residents must bag their trash and take their trash out to the dumpsters daily. Residents are not allowed to keep trash cans outside their doorways. Recyclables must be disposed of as instructed by the City Recycling Office.
4. Residents may not leave belongings outside of their apartments at entryways or on porches where they could impede access to the unit, create a fire or health hazard, or become unsightly and detract from the neat and clean appearance of the building.
5. Laundry facilities are for the exclusive use of Housing Authority residents.
6. Since the Housing Authority charges for lock-outs that occur after normal business hours, residents are advised to leave an apartment door key with a friend or neighbor in the building.
7. Residents, who have registered a dog with the main office in accordance with the Housing Authority’s Pet Policy, must exercise their dog on leash away from other apartments. The dog’s waste must be picked up and disposed of in the trash dumpsters –not left on the ground.
8. While your dwelling lease allows for reasonable visitation by family and friends, babysitting by residents on a regular basis is not permitted. When the actions of residents or their visitors disrupt the peace and quiet of other residents in the development, this activity must stop altogether.

Parking Regulations

Parking regulations were written to create, maintain, and ensure a clean, safe environment in which residents of the Vineland Housing Authority may park their vehicles. These regulations also include instructions to Housing Authority residents concerning proper parking procedures of privately owned vehicles on premises owned and operated by the Vineland Housing Authority.

There are specific parking regulations for seniors sites and for scattered site homes.

Kidston Towers Apartments

Any resident wishing to park a motor vehicle on site must first register the vehicle at the Vineland Housing Authority's main office and display a Vineland Housing Authority Parking Decal on the vehicle's rear window.

To register any vehicle, the resident must produce his or her valid New Jersey driver's license, valid vehicle registration in the name of the Vineland Housing Authority resident, and a current vehicle insurance identification card. These documents must list Kidston Towers Apartments (1040 East Landis Avenue) as the address of record.

Residents may register only one vehicle per household. If a senior couple feels that they need to operate more than one vehicle, they must meet with the Vineland Housing Authority's executive director to receive approval before another vehicle may be registered.

If a resident changes vehicles, the old sticker must be scraped off and returned to the Housing Authority's office before a new vehicle may be registered.

All vehicles must be parked in designated and marked parking stalls on the bituminous surfaced parking lots. Vehicles may not be parked on the concrete ramps and sidewalks or on unpaved areas. Vehicles may not be parked along the curbs in the entryways to the parking lots or in front of fire hydrants. Vehicles may not be parked in front of trash dumpsters or along the curbs on the interior driveways.

Residents, who plan to have visitors park on site overnight, must notify the Housing Authority ahead of time and secure a Visitor Parking Permit from the office to display on the visitor's dashboard.

Major auto repairs may not be performed on site. Waste oil and/or other vehicle fluids may not be disposed of in storm drains.

Inoperable or unregistered motor vehicles on site will be ticketed and towed away at the owner's expense.

Olivio Towers Apartments

Any resident wishing to park a motor vehicle on site must first register the vehicle at the Vineland Housing Authority's main office and display a Vineland Housing Authority Parking Decal on the vehicle's rear window.

To register any vehicle, the resident must produce his or her valid New Jersey driver's license, valid vehicle registration in the name of the Vineland Housing Authority resident, and a current vehicle insurance identification card. These documents must list Olivio Towers Apartments (1044 East Landis Avenue) as the address of record.

Residents may register only one vehicle per household. If a senior couple feels that they need to operate more than one vehicle, they must meet with the Vineland Housing Authority's executive director to receive approval before another vehicle may be registered.

If a resident changes vehicles, the old sticker must be scraped off and returned to the Housing Authority's office before a new vehicle may be registered.

All vehicles must be parked in designated and marked parking stalls on the bituminous surfaced parking lots. Vehicles may not be parked on the concrete ramps and sidewalk areas or on unpaved areas. Vehicles may not be parked along the curbs in the entryway to the parking lots or in front of fire hydrants. Vehicles may not be parked in front of trash dumpsters or along the curbs on the interior driveways.

Residents, who plan to have visitors park on site overnight, must notify the Housing Authority ahead of time and secure a Visitor Parking Permit from the office to display on the visitor's dashboard.

Major auto repairs may not be performed on site. Waste oil and/or other vehicle fluids may not be disposed of in storm drains.

Inoperable or unregistered motor vehicles on site will be ticketed and towed away at the owner's expense.

D'Orazio Terrace Apartments

Any resident wishing to park a motor vehicle on site must first register the vehicle at the Vineland Housing Authority's main office and display a Vineland Housing Authority Parking Decal on the vehicle's rear window.

To register any vehicle, the resident must produce his or her valid New Jersey driver's license, valid vehicle registration in the name of the Vineland Housing Authority resident, and a current vehicle insurance identification card. These documents must list D'Orazio Terrace Apartments (84 South West Avenue) as the address of record.

Residents may register only one vehicle per household. If a senior or couple feels that they need to operate more than one vehicle, they must meet with the Vineland Housing Authority's executive director to receive approval before another vehicle may be registered.

If a resident changes vehicles, the old sticker must be scraped off and returned to the Housing Authority's office before a new vehicle may be registered.

All vehicles must be parked in designated and marked parking stalls on the bituminous surfaced parking lots. Vehicles may not be parked on the concrete ramps and sidewalk areas or on unpaved areas. Vehicles may not be parked along the curbs in the entryway to the parking lots or in front of fire hydrants. Vehicles may not be parked in front of trash dumpsters or along the curbs on the interior streets. Vehicles may be parked along the curb on South West Avenue.

Residents, who plan to have visitors park on site overnight, must notify the Housing Authority ahead of time and secure a Visitor Parking Permit from the office to display on the visitor's dashboard.

Major auto repairs may not be performed on site. Waste oil and/or other vehicle fluids may not be disposed of in storm drains.

Inoperable or unregistered motor vehicles on site will be ticketed and towed away at the owner's expense.

Tarkiln Acres Apartments

Any resident wishing to park a motor vehicle on site must first register the vehicle at the Vineland Housing Authority's main office and display a Vineland Housing Authority Parking Decal on the vehicle's rear window. he

To register any vehicle, the resident must produce his or her valid New Jersey driver's license, valid vehicle registration in the name of the Vineland Housing Authority resident, and a current vehicle insurance identification card. These documents must list Tarkiln Acres Apartments (191 West Chestnut Avenue) as the address of record.

Residents may register only one vehicle per household. If a senior couple feels that they need to operate more than one vehicle, they must meet with the Vineland Housing Authority's executive director to receive approval before another vehicle may be registered.

If a resident changes vehicles, the old sticker must be scraped off and returned to the Housing Authority's office before a new vehicle may be registered.

All vehicles must be parked in designated and marked parking stalls on the bituminous surfaced parking lots. Vehicles may not be parked on the concrete ramps and sidewalk areas or on unpaved areas. Vehicles may not be parked along the curbs in the entryways to the parking lots or in front of fire hydrants. Vehicles may not be parked in front of trash dumpsters or along the curbs on the interior streets. Vehicles may be parked along the curb on Tarkiln Drive.

Residents, who plan to have visitors park on site overnight, must notify the Housing Authority ahead of time and secure a Visitor Parking Permit from the office to display on the visitor's dashboard.

Major auto repairs may not be performed on site. Waste oil and/or other vehicle fluids may not be disposed of in storm drains.

Inoperable or unregistered motor vehicles on site will be ticketed and towed away at the owner's expense.

Axtell Estates Apartments

Any resident wishing to park a motor vehicle on site must first register the vehicle at the Vineland Housing Authority's main office and display a Vineland Housing Authority Parking Decal on the vehicle's rear window.

To register any vehicle, the resident must produce his or her valid New Jersey driver's license, valid vehicle registration in the name of the Vineland Housing Authority resident, and a current vehicle insurance identification card. These documents must list Axtell Estates Apartments as the address of record.

Residents may register only one vehicle per household. If a senior couple feels that they need to operate more than one vehicle, they must meet with the Vineland Housing Authority's executive director to receive approval before another vehicle may be registered.

If a resident changes vehicles, the old sticker must be scraped off and returned to the Housing Authority's office before a new vehicle may be registered.

All vehicles must be parked in designated and marked parking stalls on the bituminous surfaced parking lots. Vehicles may not be parked on the concrete ramps and sidewalk areas or on unpaved areas. Vehicles may not be parked along the curbs in the entryways to the parking lots or in front of fire hydrants. Vehicles may not be parked in front of trash dumpsters.

Residents, who plan to have visitors park on site overnight, must notify the Housing Authority ahead of time and secure a Visitor Parking Permit from the office to display on the visitor's dashboard.

Major auto repairs may not be performed on site. Waste oil and/or other vehicle fluids may not be disposed of in storm drains.

Inoperable or unregistered motor vehicles on site will be ticketed and towed away at the owner's expense.

Parkview Apartments

Any resident wishing to park a motor vehicle on site must first register the vehicle at the Vineland Housing Authority's main office and display a Vineland Housing Authority Parking Decal on the vehicle's rear window.

To register any vehicle, the resident must produce his or her valid New Jersey driver's license, valid vehicle registration in the name of the Vineland Housing Authority resident, and a current vehicle insurance identification card. These documents must list Parkview Apartments (420 North Sixth Street) as the address of record.

Residents may register only one vehicle per household. If a senior couple feels that they need to operate more than one vehicle, they must meet with the Vineland Housing Authority's executive director to receive approval before another vehicle may be registered.

If a resident changes vehicles, the old sticker must be scraped off and returned to the Housing Authority's office before a new vehicle may be registered.

All vehicles must be parked in designated and marked parking stalls on the bituminous surfaced parking lots. Vehicles may not be parked on the concrete ramps and sidewalk areas or on unpaved areas. Vehicles may not be parked along the curbs in the entryways to the parking lots or in front of fire hydrants. Vehicles may not be parked in front of trash dumpsters.

Residents, who plan to have visitors park on site overnight, must notify the Housing Authority ahead of time and secure a Visitor Parking Permit from the office to display on the visitor's dashboard.

Major auto repairs may not be performed on site. Waste oil and/or other vehicle fluids may not be disposed of in storm drains.

Inoperable or unregistered motor vehicles on site will be ticketed and towed away at the owner's

expense.

Scattered Site Homes

Residents of scattered site homes must park all vehicles in the garage, on designated driveway areas, or along the street in front of their home. No vehicles may be parked on the lawn or other unpaved areas around the house.

Residents may not park unregistered or inoperable vehicles at their home. This is also a violation of City Ordinance 99-7. Unregistered or inoperable vehicles parked on Housing Authority property will be ticketed and towed away at the owner's expense.

Major vehicle repairs may not be performed on site. Waste oil and/or other vehicle fluids may not be dumped on the ground, on driveways, or into storm drains. Driveway surfaces must be kept clean of spilled vehicle fluids. Asphalt-paved driveways must be patched and resealed as needed to prevent damage and deterioration.

Chapter 12

Grievances

A. Grievance Procedure

1. In accordance with the applicable federal regulations (24 CFR 966.50), the Authority's Grievance Procedure, which is applicable to all individual disputes that a resident may have with respect to Housing Authority action or failure to act in accordance with the resident's lease or Housing Authority regulations, which adversely affect the resident's rights, duties, welfare, or status.

Chapter 13

General Terms

Annual Income

Income is defined by the Secretary of HUD at 24 CFR 5.609, effective April 1, 1997 and amplified in this policy in those areas within the discretion of a public housing authority.

A. Annual Income

1. Annual income is the anticipated total income from all sources received by the family head and spouse (even if temporarily absent) and by each additional member of the family, including all net income derived from assets for a 12-month period following the effective date of initial determination or re-examination of income, exclusive of income that is temporary, non-recurring, or sporadic as defined in Paragraph "2b" of this definition and exclusive of certain other types of incomes specified in Paragraph "2c" of this definition.

2. Income includes, but is not limited to:

a. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips, and bonuses, and other compensation for personal services.

b. The net income from operation of a business or profession (for this purpose, expenditures for business expansion or amortization of capital indebtedness and an

allowance for depreciation of capital assets shall not be deducted to determine net income from a business).

c. Interest, dividends, and other net income of any kind from real or personal property (for this purpose, expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine net income from real or personal property). Where the family has net family assets in excess of \$5,000, annual income shall include the greater of the actual income derived from all net family assets, a percentage of the value of such assets based on the current passbook savings rate as determined by HUD.

d. The full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump sum payment for the delayed start of a periodic payment.

e. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay.

f. Welfare Assistance: If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance Agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income shall consist of:

(1) The amount of the allowance or grant exclusive of the amounts specifically designated for shelter or utilities, plus

(2) The maximum amount that the Welfare Assistance Agency could, in fact, allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this shall be the amount resulting from one application of the percentage.

g. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.

h. All regular pay, special pay, and allowances of a member of the Armed Forces (whether or not living in the dwelling), who is the head of the family, spouse, or other person, whose dependents are residing in the unit.

i. Any earned income tax credit to the extent it exceeds income tax liability.

B. Excluded Income

1. Annual income does not include such temporary, non-recurring or sporadic income as the following:

a. Casual, sporadic, or irregular gifts.

b. Amounts that are specifically for or in reimbursement of the cost of medical expenses.

c. Lump -sum addition to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses of this section.

d. Amounts of educational scholarships paid directly to the student or to the educational institution and amounts paid by the government to a veteran, for use in meeting the costs of tuition, fees, books, and equipment. Any amounts of such scholarships, or payments to veterans, not used for the above purposes, that are available for subsistence are to be included in income. (24 CFR 215.1 (c)(6), 236.3(c)(6), 813.106(c)(6) and 913.106(c)(6))

e. The hazardous duty pay to a family member in the Armed Forces away from home and exposed to hostile fire.

2. Income Does Not Include:

a. Income from employment of children (including foster children) under the age of 18 years.

b. Payments received for the care of foster children.

c. *Amounts specifically excluded* by another federal statute from consideration as income for purposes of determining eligibility of benefits under a category of assistance program that includes assistance under the 1937 act. The following types of income are subject to such exclusion:

1. Relocation payments made under Title II of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (42 USC 4261-4638).

2. The value of the allotment provided to an eligible household for coupons under the Food Stamp Act of 1977 (USC 2011 -2029).

3. Payments to volunteers under the Domestic Volunteer Service Act of 1973 (42 USC 4951 -4993).

4. Payments received under the Alaska Native Claims Settlement Act [43 USC 1626(a)].

5. Income derived from certain sub -margin all land of the United States that is held in trust for certain Indian tribes [25 USC 459(e)].

6. Payments or allowances made under the Department of Health and Human Services Low -Income Energy Assistance Program (42 USC 8621 - 8629).

7. Payments received from the Job Training Partnership Act [29 USC 1552 (b)].

8. Income derived from the disposition of funds of the Grand River Bank of Ottawa Indians (Pub. L. 94-540, 90 Stat. 2503+2504).

9. The first \$2,000 of per capita shares received from judgment funds awarded by the Indian Claims Commissioner or the Court of Claims (25 USC 1407 -1408), or from funds held in trust for an Indian Tribe by the Secretary of Interior (25 USC 117).

10. Income of a veteran, as defined in 24 CFR § 913.102.

11. Amounts of education scholarships paid directly to the student or the educational institution, and amounts paid by the government to a veteran for use in meeting the costs of tuition, fees, books, equipment, materials, supplies, transportation, and miscellaneous personal expenses of the student. Any amount of such scholarship or payment to a veteran not used for the above purposes that are available for subsistence is to be included in income.

12. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons, who were persecuted during the Nazi era.

13. Earnings in excess of \$480 for each full-time student 18 years old or older, excluding the head of household and spouse.

14. Adoption assistance payments in excess of \$480 per adopted child.

15. Deferred periodic amounts from supplemental security income and social security benefits that are received in a lump sum amount or in prospective monthly amounts.

16. Amounts received by the family in the form of refunds or rebates under state or local law for property taxes paid on the dwelling unit.

17. Amounts paid by a state agency to a family with a member, who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home.

18. Certain stipends (not to exceed \$200/month) and other income received by participants in qualified training, self-sufficiency and work incentive programs. Includes CIAP and CGP training programs.

d. If it is not feasible to anticipate a level of income over a 12-month period, the income anticipated for a shorter period may be annualized, subject to the re-determination at the end of the shorter period.

C. Earned Income

1. Disallowance of earned income from rent determinations applied when a family member becomes employed after being unemployed for at least one year, or when income increased during the anticipation in any family self-sufficiency or job training program, or who is or was assisted under TANF within six months and whose earned income increases. Such disallowance shall be granted to eligible families for a 12-month period, contingent upon continued employment or increased income.

2. Upon expiration of the 12-month period of disallowance of earned income from rent determinations, earned income shall continue to be disallowed for the next 12 months at a rate not to exceed 50% of the amount of the total rent increase that would be applicable in the absence of the disallowance. Such phase-in of earned income rent calculation is contingent upon continued employment or increased income.

D. Monthly Income

1. One-twelfth of annual income. For purposes of determining priorities based on an applicant's rent as a percentage of annual income.

E. Adjusted Income

1. Adjusted income means annual income less the following:

a. \$400 for any elderly or disabled family.

b. The amount by which 3% of the annual family income is exceeded by the sum of:

(1) Unreimbursed medical expenses for any elderly family or disabled family.

(2) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each handicapped member of the family, to the extent necessary to enable any member of such family (including such handicapped member) to be employed.

c. Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education.

d. \$480 for each member of the family residing in the household (other than the head of the household or his or her spouse) who is less than 18 years of age, or is attending school or vocational training on a full-time basis, or who is 18 years of age or older and is a person with disabilities.

e. The amount of any earned income of a member of the family, who is not:

(1) 18 years of age or older, and

(2) The head of the household (or the spouse of the head of the household).

F. Monthly Adjusted Income

1. One-twelfth of adjusted income

G. Income for Rent

1. "Income for Rent" for the purpose of determining rents; and for statistical reporting, means adjusted income; except that annual income is to be used in determining 10% of gross income.

H. Child-Care Expenses

1. Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his/her

education. The amount deducted shall reflect reasonable charges for child care; and in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

Family

A. Family

*Two or more persons, who intend to share residency whose income and resources are available to meet the family's needs and will live together in PHA housing.

The term "family" also includes, but is not limited to:

1. A family with or without children;
2. An elderly family;
3. A disabled family;
4. A displaced family;
5. The remaining member of a tenant family;
6. A single person, who is not elderly, displaced, or a person with disabilities, or the remaining member of a tenant family.
7. Two or more near-elderly persons living together, or one or more near-elderly persons living with one or more live-in aides.
8. Two or more elderly or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family.

B. Elderly Person

1. An individual, who is at least sixty-two years of age

C. Elderly Family

1. A family, whose head or spouse (or sole member) is a person, who is an elderly, disabled, or handicapped person. It may include two or more elderly, disabled, or handicapped persons living together, or one or more such persons living with another person, who is determined to be essential to their care or wellbeing.

2. The term "near -elderly person" as used in this policy means a person, who is at least 50 years of age but below the age of 62.

3. The term "near -elderly family" as used in this policy means a family, whose head, spouse, or sole member is a person, who is at least 50 years of age, but below the age of 62, living together; or one or more persons, who are at least 50 years of age, but below the age of 62 living with one or more live -in aides.

D. Displaced Family

1. As used in this policy, "displaced family" means a family in which each member, or whose sole member, is a person displaced by governmental action; or a person, whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.

E. Displaced Person

1. As used in this policy, "displaced person" means a person displaced by governmental action, or a person, whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to federal disaster relief laws.

F. Lower-Income Family

1. A family, whose annual income does not exceed 80% of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80% of the median income for the area on the basis of its finding that such variations are necessary, because of the prevailing levels of construction costs or unusually high or low family incomes.

G. Very Low -Income Family

1. A family, whose annual income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for small and larger families. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

H. Extremely Low -Income Family

1. A family, whose annual income does not exceed 30% of the area median income as

determined by HUD.

I. Head of Household

1. The adult member of the family who is held primarily responsible and accountable for the family, particularly in regard to lease obligations.

J. Minor

1. A person less than 18 years of age. (An unborn child may not be counted as a minor, but is counted for eligibility of a single, pregnant female.) An infant is a child under the age of two. Unemancipated minors shall not be eligible for participation in the public housing program, because they cannot be legally held to a contract.

K. Dependent

1. A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age, or is a disabled person, or a handicapped person, or is a full-time student. An unborn child shall not be considered a dependent.

L. Spouse

1. The husband or wife of the head of the household.

M. Live-in Aide

1. As used in this policy, the term "live-in aide" means a person, who resides with one or more elderly persons, or near elderly persons, or persons with disabilities, and who:

- a. Is determined to be essential to the care and well-being of the persons.
- b. Is not obligated to financially or otherwise support the person(s).
- c. Would not be living in the unit except to provide the necessary supportive services.

N. Disabled Person

1. A person, who is disabled as defined in Section 223 of the Social Security Act, or in Section 102(5) of the Developmental Disabilities Services & Facilities Construction Amendment of 1970. [42 USC 423 and 42 USC 2691(1), respectively].

a. Section 223 of the Social Security Act defines disability as:

(1) Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment, which can be expected to result in death or which has lasted or can be expected to last

for a continuous period of not less than 12 months; or

(2) In the case of an individual, who has reached age 55 and is blind (within the meaning of "blindness." Inability by reason of such blindness to engage in substantial gainful activity requiring skills or abilities equal to those of any gainful activity in which he/she has previously engaged with some regularity and over a substantial period of time.

b. Section 102(5) of the Development Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

(1)...a disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of Health, Education and Welfare to be closely related to mental retardation or to require treatments similar to that required by mentally retarded individuals, which disability originates before such individual attains age 18, which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to such individual.

c. 504 Regulation – See Chapter 1, Page 1.1, Paragraph E.

O. Disabled Family

1. A family, whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

2. Notwithstanding any other provision of law, no individual shall be considered a person with disabilities for purposes of eligibility for low-income housing under this title solely on the basis of any drug or alcohol dependence.

P. Single Person

1. A person living alone or intending to live alone, who is not disabled, elderly, or displaced, or the remaining member of a family.

Other

A. Full-Time Student

1. A person, who is carrying a student load that is considered full time for day students

under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree.

B. Handicapped Person

1. A person having a physical or mental impairment that:
 - a. Is expected to be of long -continued and indefinite duration.
 - b. Substantially impedes his/her ability to live independently.
 - c. Is of such a nature that ability could be improved by more suitable housing conditions.

C. Non-Citizens

1. A non -citizen is a person, who has no intention of abandoning his/her foreign residence; or who is admitted temporarily to the United States in order to pursue a course of study at an established institution designated by the non -resident and approved by the Attorney General. The status of the non -citizen student also applies to the non -resident spouse and minor children of the citizen -student.

D. Public Housing Agency (PHA)

1. A state, county, municipality, or other government entity or public body (or agency or instrumentality thereof) that is authorized by the 1937 Housing Law, as amended, to engage in or assist in the development or operation of housing for lower -income families. The term "public housing" includes dwelling units in a mixed finance project that are assisted by a public housing authority with capital or operating assistance.

E. Military Service

1. The active military service of the United States, which includes the Army, Navy, Air Force, Marine Corps, Coast Guard, and since July 29, 1945, the Commissioned Corps of the United States Public Health Service.

F. Tenant Rent

1. The amount payable monthly by the family as rent to the PHA.

G. Total Tenant Payment

1. Determining the total tenant payment is a two -step process. Total tenant payment for families, whose initial lease is effective on or after August 1, 1982, shall be the highest of the following rounded to the nearest dollar:

a. 30% of monthly adjusted income; or

b. 10% of monthly income;

c. The welfare rent, if applicable.

d. A minimum rent amount of \$50. Note: QHWR established certain exceptions to the minimum rent requirements relating to hardship which are discussed in the Rent Collection Policy of this Admission and Continued Occupancy Policy.

After the highest amount has been determined above, that number is compared to the ceiling rent or flat rent of the unit size that is or will be occupied by the family, and the lower of the amounts determined above or the ceiling/flat rent is the total tenant payment.

2. Total tenant payment does not include charges for excess utility consumption or other miscellaneous charges, such as maintenance charges, late charges, etc.

H. Utilities

1. Water, electricity, gas, other heating, refrigeration, and cooking fuels, trash collection, and sewerage services. Telephone and television services are not included as utilities.

I. Utility Allowance

1. If the cost of utilities (except telephone) and other essential housing services for an assigned unit is not included in the total tenant payment, but is the responsibility made or approved by a public housing authority or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of safe, sanitary, and healthful living environment.

J. Utility Reimbursement

1. The amount, if any, by which the utility allowance for the unit, if applicable exceeds the total tenant payment for the family occupying the unit.

K. Veteran

1. A person, who has served in the active military or naval service of the United States (Army, Navy, Air Force, Marine Corps, Coast Guard, and the Commissioned Corps of the United States Public Health Service) and who has been discharged or released from such service under honorable circumstances.

L. Welfare Assistance

1. Welfare or other payments to families or individuals, based on need, that are made under programs funded separately or jointly by federal, state, or local governments.

M. Child-Care Expenses

1. Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to be gainfully employed or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care; and in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment. The Housing Authority will not normally determine child care expenses as necessary when the household contains an additional unemployed adult, who is physically capable of caring for children.

N. Medical Expenses

1. Those medical expenses, including medical insurance premiums, that are anticipated during the period for which annual income is computed, and that are not covered by insurance. Medical expenses in excess of 3% of annual income are deductible from annual income for elderly families only.

O. Designated Housing

1. A project (or projects) or a portion of a project (or projects) that has been designated in accordance with 24 CFR Part 945).

P. Mixed Population Project

1. A public housing project or portion of a project that was reserved for elderly families and disabled families at its inception (and has retained that character). If the project was not so reserved at its inception, the PHA has obtained HUD approval to give preference in tenant selection for all units in the project (or portion of a project) to elderly families and disabled families. These projects formerly were known as elderly projects.

Q. Neighborhood or Community

1. Any lower-income public housing site as established in a development program, except that when sites are adjacent or within a block of each other, such sites collectively shall be considered one location.

R. Handicapped Assistance Expenses

1. Reasonable expenses that are anticipated during the period for which annual income is computed for attendant care and auxiliary apparatus for a handicapped or disabled family member and that are necessary to enable a family member (including the

handicapped or disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source.

S. Enrolled in a Job - Training Program

1. Individual, who is head of household or spouse and is currently enrolled and participating in a job -training program that prepares the applicant to enter or re -enter the job market. Verifications shall be required from the job -training program.

T. Graduate of Job - Training Program

1. Individual, who is head of household or spouse, and who is a graduate of a job -training program that prepares the applicant to enter or re -enter the job market. Verifications shall be required from the job -training program.

U. Employment

1. Individual, who is head of household or spouse, and who is employed. The employment income must be countable under the U.S. Department of Housing and Urban Development's definition of annual income.

V. Local Preferences

1. In selecting applicants for admission to our projects, local preference will be given to eligible applicants residing in the City of Vineland.

a. Vineland residents (DD214)

b. Veteran residents (DD214)

c. Working poor residents

d. Natural Disaster – such as fire or flood that results in the uninhabitability of an applicant's unit through no fault of their own.

e. Government Agency – An activity within the City limits by the United States or by any state or local government body or agency in connection with code enforcement, a public improvement, or development program.

W. INS

1. The U.S. Immigration and Naturalization Service

Attachment "N"
\$25 Operating Subsidy Funds for Resident Participation Activities
(FileName: nj063n01)

Vineland Housing Authority

COMPLIANCE with
PIH -2001-3
\$25.00 OPERATING SUBSIDY FUNDS for
RESIDENT PARTICIPATION ACTIVITIES

The Vineland Housing Authority and the Resident Advisory Board Members have discussed the utilization of the \$25.00 per unit operating subsidy funds provided by HUD for the use of resident participation activities. This agreement is through the use of a MEMORANDUM OF UNDERSTANDING.

The Memorandum of Understanding is on file for review.

Resident Participation Activities
\$25.00 Per Unit: Memorandum of Understanding
2002/2003