

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

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# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007  
Annual Plan for Fiscal Year 2003

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

**PHA Plan  
Agency Identification**

**PHA Name:** Union City Housing Authority

**PHA Number:** NJ 026

**PHA Fiscal Year Beginning: (mm/yyyy)** July 1, 2003

**Public Access to Information**

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

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

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

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**  
[24 CFR Part 903.5]

**A. Mission**

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

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

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: **500**
  - Reduce public housing vacancies: **To zero**
  - Leverage private or other public funds to create additional housing opportunities: **Dollar for Dollar**
  - Acquire or build units or developments
  - Other (list below)
- Through a partnership with private developers, the Authority has placed 44 families in newly constructed housing.**

**The Authority further intends to construct an additional 170 units at an Authority-owned lot, located adjacent to the senior site. A mixed use senior, affordable and market building.**

**The Authority is also considering leveraging Capital Funds to acquire and construct new units.**

- PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)  
**Maintain High Performer Status**
  - Improve voucher management: (SEMAP score) **Achieve Top Score**
  - Increase customer satisfaction: **Maintain at 95-100%**
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections) **Maintain 100% Inspection Level**
  - Renovate or modernize public housing units:  
**100% of Units in Need of Same**
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:  
**To 100% of participants in need of same**
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards **As required by market conditions**
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: **where necessary**
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **where necessary**
  - Implement public housing security improvements: **100% as needed**
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families: **Assist the remaining 30% of families still in public assistance**
- Provide or attract supportive services to improve assistance recipients' employability: **By 100%**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

**The Union City Housing Authority intends to continue its acclaimed Campus of Learners Program.**

**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: **100% accessibility**
- 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: **100% effort**
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **100% effort**
- Other: (list below)

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

**Annual PHA Plan**  
**PHA Fiscal Year 2003**  
 [24 CFR Part 903.7]

**i. Annual Plan Type**

Select which type of Annual Plan the PHA will submit.

**Standard Plan \***

*\*The Union City Housing Authority's most recent PHAS Score was 92.*

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

*See Attachment A*

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

Required Attachments:

- Admissions Policy for Deconcentration
- (D)** FY 2003 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- (J)** PHA Management Organizational Chart
- (E)** FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- (F) Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - A Executive Summary
  - B Five-Year Plan: Progress Statement
  - C Summary of Policy and Program Changes
  - D (see above)
  - E (see above)
  - F (see above)
  - G Membership of the Resident Advisory Board
  - H Resident Membership on the PHA Governing Board
  - I Admissions Policy for Deconcentration
  - J (see above)
  - K Consistency with Consolidated Plan
  - L PHA Criteria for Amendments to Plan
  - M Summary of Pet Policy
  - N Community Service Requirements
  - O Follow-Up Plan: Communications
  - P Follow-Up Plan: Safety
  - Q Follow-Up Plan: Neighborhood Appearance
  - R FSS Action Plan

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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 jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Pet Policy	Annual Plan: Pet Policy
X	Community Service Requirement (incorporated in Admissions & Occupancy Policy)	Annual Plan: Community Service

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	3947	5	5	4	5	4	3
Income >30% but <=50% of AMI	2660	5	5	4	5	4	3
Income >50% but <80% of AMI	3557	4	4	4	4	4	3
Elderly	689	4	4	4	4	3	3
Families with Disabilities	Not available	5	4	4	5	3	3
Race/Ethnicity – White	3233	3	4	4	4	3	3
Race/Ethnicity - Black (Non-Hispanic)	264	4	4	4	4	4	3
Race/Ethnicity – Hispanic	12,364	4	4	4	4	4	3
Race/Ethnicity - Native American, Asian, & Other	240	3	4	4	4	3	3

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: 1999
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
**1994 Master Plan for the City of Union City**

**1998 Strategic Neighborhood Plan**

Indicate year:

Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3897		23
Extremely low income <=30% AMI	3610	92.6%	
Very low income (>30% but <=50% AMI)	223	5.7%	
Low income (>50% but <80% AMI)	64	1.7%	
Families with children	2584	66.3%	
Elderly families	1313	33.7%	
Families with Disabilities	0	0%	
Race/ethnicity - White	103	2.6%	
Race/ethnicity - Black (Non-Hispanic)	16	0.5%	
Race/ethnicity - Hispanic	3774	96.8%	
Race/ethnicity - Other	4	0.1%	

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
Characteristics by Bedroom Size (Public Housing Only)			
1BR	839	21.5	
2 BR	1794	46.0	
3 BR	320	8.2	
4 BR	22	0.6	
5 BR	922	23.7	
5+ BR	0	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1707		58
Extremely low income <=30% AMI	1679	98.4%	
Very low income (>30% but <=50% AMI)	23	1.4%	

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- 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/subjurisdiction:

	# of families	% of total families	Annual Turnover
Low income (>50% but <80% AMI)	5	0.2%	
Families with children	96	5.7%	
Elderly families	1596	93.4%	
Families with Disabilities	15	0.9%	
Race/ethnicity - White	5	0.29%	
Race/ethnicity – Black (Non-Hispanic)	1	0.06%	
Race/ethnicity - Hispanic	1,701	99.65%	
Race/ethnicity - Other	0	0%	

Characteristics by Bedroom Size (Public Housing Only)

1BR	N/A		
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

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

If yes:

How long has it been closed (# of months)? **89 months**

Does the PHA expect to reopen 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 **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### **(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other

funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	1,408,300	
b) Public Housing Capital Fund	964,000	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	150,006	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CFP 2001	281,000	Public Housing Capital Improvements
CFP 2002	565,000	Public Housing Capital Improvements
<b>3. Public Housing Dwelling Rental Income – Rental Dwelling</b>		
Non-Dwelling Income	127,500	Public Housing Operations
<b>4. Other income (list below)</b>		
Interest income	126,000	Public Housing Operations
<b>4. Non-federal sources (list below)</b>		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Total resources	5,128,400	

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

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

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

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

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

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

##### **(2) Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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? *See Attachment I*

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

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

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

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

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

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

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

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

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

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

## B. Section 8

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

### (1) Eligibility

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

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

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

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

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

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

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

**(2) Waiting List Organization**

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

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

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

- PHA main administrative office
- Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**Extensions: A family may request an extension of the Voucher time period. All requests for exceptions must be received prior to the expiration date of the Voucher. Extensions are permissible at the discretion of the Authority up to a maximum of 120 days, primarily for these reasons:**

- + **Extenuating circumstances such as hospitalization of a family member for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.**
- + **The Authority is satisfied that the family has made reasonable efforts to locate a unit, including seeking the assistance of the Authority, throughout the initial sixty-day period. A completed search record is required.**
- + **The family was prevented from finding a unit due to disability accessibility requirements. The Search Record is part of the required verification.**

**The Authority grants extensions in one or more increments. Unless approved by the Executive Director, no more than two extensions of thirty days or less will be granted. The Authority will not request HUD approval to extend Voucher beyond an additional 60 days.**

**(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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) **Residents**
- 3 Victims of domestic violence **Residents**

- 4 Substandard housing **Residents**  
Homelessness
- 5 High rent burden **Residents**

Other preferences (select all that apply)

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

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

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

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- 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      N/A**

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

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

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents

- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

**Income decreases are reportable at any time; income increases are reportable within 30 days for other than those tenants on flat rents who must report increases every 3 years at re-examination.**

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. *See Attachment J*
- 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	455	23
Section 8 Vouchers	646	58
Section 8 Certificates	Merged with Voucher	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
EDSS	210	10

## 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)

Admissions and Occupancy Policy  
Pest Control Policy  
Maintenance Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

## **(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

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

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

- Revitalization Plan under development  
 Revitalization Plan submitted, pending approval  
 Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

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

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY): 15/6/04

5. Number of units affected: none (vacant land)
6. Coverage of action (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: Oct. 1, 2004 b. Projected end date of activity: Oct. 31, 2004

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**\*The Union City Housing Authority owns/operates a senior site, Palisades Gardens, which was redesignated as such November 2001**

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)

Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: <b>Hillside Terrace II</b>
1b. Development (project) number: <b>NJ 026-3</b>
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input checked="" 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)

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	<b>Columbian Court</b>
1b. Development (project) number:	<b>NJ 026-1</b>
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input checked="" 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 checked="" 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) <b>N/A</b>	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other	

<b>Conversion of Public Housing Activity Description</b>
<p>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 checked="" type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

<b>Conversion of Public Housing Activity Description</b>
<p>1a. Development name: <b>Hillside Terrace I</b></p> <p>1b. Development (project) number: <b>NJ 026-2</b></p>
<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input checked="" type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>3. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status) <b>N/A</b></p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<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 checked="" type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

<b>Conversion of Public Housing Activity Description</b>
--

<b>B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937</b>
---

<b>C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937</b>
---

## **11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

### **A. Public Housing**

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

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

### 2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

**Note: As a high-performing PHA we are not required to complete this component, however, we have voluntarily chosen to complete same.**

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

1. Cooperative agreements:

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

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

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

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

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

#### **(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
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)
Economic Development & Supportive Services	154	Waiting List	PHA Main Office	Both
Resident Opportunities & Self Sufficiency Supportive Services	38	Waiting List	PHA Main Office	Both
After School Day Care & Summer Programs	100	Residents	PHA Main Office	Both
Campus of Learners Community Technology Center	254	Random, Specific Criteria, Residents	PHA Main Office	Both
Hispanic Service Institution Assisting Communities	1600	Specific Criteria	PHA Main Office	Both

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2002 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	75	8 (as of 2/03)

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

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

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

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

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

#### **N/A – High-Performing Authority**

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:

(select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

**C. Coordination between PHA and the police**

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

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

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

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2002 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment.

## **14. Pet Policy**

### **RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*See Attachment M.*

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment

Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name) *See Attachment F*

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: *See Attachment F*

Other: (list below)

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

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

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

**Note: Resident was appointed to PHA Board by the City Council. See Attachment H.**

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

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

Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

### C. 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) **Hudson County**

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

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

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

*See Attachment K.*

### D. Other Information Required by HUD

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

## **Attachments**

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

## **ATTACHMENT A: Executive Summary**

### UNION CITY HOUSING AUTHORITY AGENCY PLAN EXECUTIVE SUMMARY

The Union City Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

As indicated, the Authority has adopted the following mission of HUD: To promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination.

The plans, statements, and policies set forth and/or referenced in this Agency Plan all lead toward the accomplishment of the Authority's goals and objectives as outlined under Section B of the 5-Year Plan. The highlights of the major initiatives of the Authority's Agency Plan are as follows:

- ◆ The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 program;
- ◆ The Authority seeks to apply for additional rental vouchers in order to provide assistance to more participants.
- ◆ The Authority seeks to employ effective maintenance and management policies to minimize the number of public housing units off-line.
- ◆ The Authority seeks to renovate/modernize public housing sites.
- ◆ As a designated Campus of Learners (a unique distinction afforded to only 23 PHA's nationally), the Authority seeks to continue and improve upon its program of providing residents with education, job training, and employment opportunities relating to computer technology in a college campus-like setting.
- ◆ Development of new Seniors and/or affordable housing.
- ◆ Disposition of excess land to build Palisades Gardens.

## **ATTACHMENT B: Five-Year Plan: Progress Statement**

The Union City Housing Authority has made the following progress in meeting its stated mission and goals, as expressed in the previously submitted Agency Plan for FY 2002.

- ◆ The Authority has completed necessary improvements/renovations in accordance with its Five Year Plan for Capital Fund spending
- ◆ The Authority has maintained its designation as a Campus of Learners, thus continuing its program of providing residents with education, job training, and employment opportunities relating to computer technology in a college campus-like setting.
- ◆ Completion of 44 new affordable housing units.

## **ATTACHMENT C: Summary Of Policy And Program Changes**

The Union City Housing Authority has made no major changes to the policies and programs referenced in its FY 2002 Agency Plan, except for the following:

- ◆ The Authority amended its Admissions and Continued Occupancy Policy for its public housing program, as well as its Section 8 Administrative Plan in order to bring same into compliance with the latest HUD regulations regarding provision of support for families and dependents of military personnel who are called to active duty in the Persian Gulf Region.
- ◆ The Housing Authority has adopted and implemented a written policy to encourage participation by owners of units outside areas of poverty or minority concentration. This policy clearly delineates areas of concentration; provides that voucher holders shall be informed of the full range of areas where they may lease units both inside and outside the Housing Authority's jurisdiction; and includes actions the Authority will take to encourage owners of properties outside of such areas to participate in the Section 8 Program.
- ◆ The Authority has amended its Section 8 Administrative Plan to reflect lead-based paint requirements and expanded HQS inspection criteria.
- ◆ The Authority has adopted a new Housing Opportunities Policy.

**ATTACHMENT D: Capital Fund Program 2003 Annual Statement Parts I, II, and II (including 2002, 2001, 2000, 1999 P&E Reports)**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
PHA Name: UNION CITY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NJ39P026-501-03 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	120,000.00			
	Management Improvements Hard Costs				
4	1410 Administration	96,412.00			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000.00			
8	1440 Site Acquisition				
9	1450 Site Improvement	17,760.00			
10	1460 Dwelling Structures	700,000.00			
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				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary**

PHA Name: UNION CITY HOUSING AUTHORITY	Grant Type and Number Capital Fund Program Grant No: NJ39P026-501-03 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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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	
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	964,172.00	0	0	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security -Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: UNION CITY HOUSING AUTHORITY		Grant Type and Number Capital Fund Program Grant No: NJ39P026-501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003			
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
PHA WIDE	Security Personnel		1408	PHA	120,000.00				
PHA WIDE	Administration Fees		1410	PHA	96,412.00				
PHA WIDE	A/E Services		1430	PHA	30,000.00				
NJ26-2	Site Work (Phase VI)		1460	1	17,760.00				
NJ26-2	New Boilers		1460	2	400,000.00				
NJ26-1	New Boilers		1460	2	300,000.00				
	<b><u>NOTE: THIS IS AN ESTIMATE USING LAST YEAR'S FUNDING APPROVAL</u></b>								
					964,172.00	0	0	0	



**ATTACHMENT D FOR FY 2002**

**ATTACHMENT D, CONTINUED**

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

<b>PHA Name:</b> Union City Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: NJ 39P02650102 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement     
  Reserve for Disasters/ Emergencies     
  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending: 12-31-02     
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements –soft costs	130,000.00	36,159.00	0.00	0.00
	Hard costs		96,871.00	56,871.00	3,030.00
4	1410 Administration	96,417.00	96,417.00	96,417.00	0.00
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	30,000.00	30,000.00	0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	200,00.00	236,137.12	236,137.12	0.00
10	1460 Dwelling Structures	507,775.00	468,587.88	9,726.56	9,726.56
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				
	1499 Development Activities				
19	1502 Contingency				

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

<b>PHA Name:</b> Union City Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: NJ 39P02650102 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: )
  Performance and Evaluation Report for Period Ending: 12-31-02
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
20	Amount of Annual Grant: (sum of lines 2-19)	964,172.00	964,172.00	399,151.68	12,756.56
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
	Amount of line 20 Related to Security – Soft Costs				
23	Amount of line 20 Related to Security – Hard Costs				
24	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

ATTACHMENT D, CONTINUED

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Union City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P02650102 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Security personnel	1408	PHA	80,000.00	36,159.00	0	0.00	On Target
PHA Wide	Security parking lot gate	1408	PHA	40,000.00	40,000.00	0	0.00	On Target
PHA Wide	Computer upgrade (admin. Office)	1408	PHA	0	56,871.00	56,871.00	3,030.00	On Target
PHA Wide	Administration fee	1410	PHA	96,417.00	96,417.00	96,417.00	0.00	On Target
PHA Wide	A/E services	1430	PHA	30,000.00	30,000.00	0.00	0.00	On Target
NJ26-2	Site work (phase V)	1450	3	200,000.00	236,137.12	236,137.12	0.00	On Target
NJ26-4	New boilers (phase II)	1460	1	68,755.00	19,861.32	0.00	0.00	On Target
NJ26-3	New boilers	1460	2	0	439,000.00	0.00	0.00	On Target
NJ26-2	Basement upgrade at 640 39 <sup>th</sup> st.	1460	1	0.00	9,726.56	9,726.56	9,726.56	Completed
PHA Wide	Resident Initiative	1408	1	10,000.00	0	0	0	N/A
NJ26-4	Apartment Renovation	1460	1	439,000.00	0	0	0	N/A
	<b>NOTE:</b> -1408 Account for computer upgrade was a switch for Resident Initiatives. - 1460 Account for new boilers at NJ26-3 was a switch for Apartment Renovations at NJ26-4 (all new items were in the 5 year plan)							
				964,172.00	964,172.00	399,151.68	12,756.56	



**ATTACHMENT D FOR FY 2001**



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

<b>PHA Name:</b> Union City Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: NJ 39P02650101 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement     
 Reserve for Disasters/ Emergencies   
 Revised Annual Statement (revision no: ) 1  
 Performance and Evaluation Report for Period Ending: 12-31-02   
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
20	Amount of Annual Grant: (sum of lines 2-19)	1,010,285.00	1,010,285.00	729,254.07	140,389.15
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
	Amount of line 20 Related to Security – Soft Costs				
23	Amount of line 20 Related to Security – Hard Costs				
24	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**ATTACHMENT D, CONTINUED**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Union City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P02650101 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Management Improvement	1408	PHA	20,000.00	15,006.15	15,006.15	15,006.15	Completed
PHA Wide	Administration	1410	PHA	101,028.00	101,028.00	101,028.00	0.00	On Target
PHA Wide	A/E Services	1430	PHA	45,000.00	35,500.00	35,500.00	30,000.00	On Target
NJ26-2	Site Work	1450	3	494,257.00	315,969.80	315,969.80	0.00	On Target
NJ26-4	Boiler Upgrade	1460	1	250,000.00	281,030.93	0.00	0.00	On Target
NJ26-4	New Roofs	1460	1	100,000.00	65,000.00	65,000.00	65,000.00	Completed
NJ26-2	Playground Equipment (Site Work)	1450	3	0.00	190,432.12	190,432.12	24,065.00	Completed
NJ26-3	Boiler Upgrade (Comb. Chamber)	1460	2	0.00	6,318.00	6,318.00	6,318.00	Completed
				1,010,285.00	1,010,285.00	729,254.07	140,389.15	



**ATTACHMENT D FOR FY 2000**

ATTACHMENT D, CONTINUED

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary						
PHA Name: Union City Housing Authority		Grant Type and Number Capital Fund Program: NJ 39P02650100 Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2000	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement (revision no: ) 1		
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-02		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
1	Total non-CFP Funds					
2	1406 Operations					
3	1408 Management Improvements Soft Costs	95,000.00	56,736.21	16,948.83	16,948.83	
	Management Improvements Hard Costs	00.00	0.00	39,787.38	39,787.38	
4	1410 Administration	96,870.00	96,870.00	96,870.00	96,870.00	
5	1411 Audit	0.00	0.00	0.00	0.00	
6	1415 liquidated Damages	0.00	0.00	0.00	0.00	
7	1430 Fees and Costs	82,000.00	82,000.00	82,000.00	44,500.00	
08	1440 Site Acquisition	0.00	0.00	0.00	0.00	
9	1450 Site Improvement	714,077.00	732,054.99	732,054.99	46,351.15	
10	1460 Dwelling Structures	0.00	10,299.00	10,299.00	10,299.00	
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00	
12	1470 Nondwelling Structures	0.00	0.00	0.00	0.00	
13	1475 Nondwelling Equipment	0.00	9,986.80	9,986.80	9,986.80	
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)	987,947.00	987,947.00	987,947.00	264,743.16	

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

<b>PHA Name:</b> Union City Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: NJ 39P02650100 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: ) 1  
 Performance and Evaluation Report for Period Ending: 12-31-02
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
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 – soft costs				
	Amount of line 20 Related to Security – hard costs				
24	Amount of line 20 Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

**ATTACHMENT D, CONTINUED**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Union City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P02650100 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2000</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Management Improvement	1408	PHA	95,000.00	56,736.21	56,736.21	56,736.21	Completed
PHA Wide	Administration	1410	PHA	96,870.00	96,870.00	96,870.00	96,870.00	Completed
PHA Wide	A/E Services	1430	PHA	82,000.00	82,000.00	82,000.00	44,500.00	On Target
NJ26-2	Site Work	1450	3	714,077.00	714,077.00	714,077.00	28,373.16	On Target
NJ26-3	Boiler Water Tank (Boiler Upgrade)	1460	2	0.00	6,200.00	6,200.00	6,200.00	Completed
PHA Wide	Maintenance Truck	1475	1	0.00	9,986.80	9,986.80	9,986.80	Completed
NJ26-2	Tree Removal (Site Work)	1450	3	0.00	17,977.99	17,977.99	17,977.99	Completed
NJ26-4	Replacement Security Cameras	1460	1	0.00	4,099.00	4,099.00	4,099.00	Completed
	<b>TOTALS</b>			<b>987,947.00</b>	<b>987,947.00</b>	<b>987,947.00</b>	<b>264,743.16</b>	

**ATTACHMENT D, CONTINUED**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name:</b> Union City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P02650100 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2000</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
PHA Wide	09/30/02		3/31/02	09/30/04		3/31/02	
NJ26-2	09/30/02		06/30/01	09/30/04			
NJ26-3	09/30/02		03/31/01	09/30/04		06/30/01	
NJ26-4	09/30/02		12/31/01	09/30/04		12/31/01	

**ATTACHMENT D FOR FY 1999**

ATTACHMENT D, CONTINUED

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Union City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program: NJ 39P02670799 Capital Fund Program Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 1999
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12-31-02		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements - Soft Costs	30,000.00	30,000.00	30,000.00	30,000.00
	Management Improvements Hard Costs	0.00	0.00	0.00	0.00
4	1410 Administration	104,384.00	104,384.00	104,384.00	104,384.00
5	1411 Audit	0.00	0.00	0.00	0.00
6	1415 liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	82,000.00	82,000.00	82,000.00	82,000.00
08	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	827,457.00	827,457.00	827,457.00	680,089.92
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)	1,043,841.00	1,043,841.00	1,043,841.00	896,473.92

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

<b>PHA Name:</b> Union City Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: NJ 39P02670799 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 1999
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: )
  Performance and Evaluation Report for Period Ending: 12-31-02
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
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				

**ATTACHMENT D, CONTINUED**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Union City Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P02670799 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 1999</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	Management Improvement	1408	PHA	30,000.00	30,000.00	30,000.00	30,000.00	Completed
PHA Wide	Administration	1410	PHA	104,384.00	104,384.00	104,384.00	104,384.00	Completed
PHA Wide	A/E Services	1430	PHA	82,000.00	82,000.00	82,000.00	82,000.00	Completed
NJ26-2	Site Work	1450	3	827,457.00	827,457.00	827,457.00	680,089.92	On Target
	<b>TOTALS</b>			<b>1,043,841.00</b>	<b>1,043,841.00</b>	<b>1,043,841.00</b>	<b>896,473.92</b>	



**ATTACHMENT E: FY 2003 Capital Fund Program 5 Year Action Plan**

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

**Part I: Summary**

PHA Name UNION CITY HOUSING AUTHORITY					<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>	
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2004 PHA FY: 2004	Work Statement for Year 3 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 4 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 5 FFY Grant: 2007 PHA FY: 2007	
	Annual Statement					
PHA Wide		246,412.00	246,412.00	246,412.00	246,412.00	
NJ26-1		97,110.00	77,575.00	57,889.00	136,036.00	
NJ26-2		249,000.00	79,793.00	367,631.00	235,000.00	
NJ26-3		194,025.00	375,707.00	120,000.00	259,439.00	
NJ26-4		177,625.00	184,685.00	172,240.00	87,285.00	
Total CFP Funds (Est.)		964,172.00	964,172.00	964,172.00	964,172.00	
Total Replacement Housing Factor Funds						

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

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2004			Activities for Year: __3__ FFY Grant: 2005		
	Development Name	PHA FY:	Estimated Cost	Development Name	PHA FY:	Estimated Cost
	PHA WIDE	Management/Administrative/ Other (Security, Resident Initiative)	246,412.00	PHA WIDE	Management/Administrative/ Others (Security, Resident Initiative)	246,412.00
	NJ26-1	Sprinkler System Upgrade	40,000.00	NJ26-1	Hot water heater	63,250.00
		Boiler Monitoring System	31,000.00		Pressure relief valve	2,225.00
		Kitchen Stoves	2,110.00		Main water line shut off valves to apts.	2,100.00
		Radiator valves and traps	24,000.00		Bathroom tubs reglazing	10,000.00
	NJ26-2	Boiler monitoring system	31,000.00	NJ26-2	Pressure relief valves	2,225.00
		Hot water heater	21,000.00		Float thermostatic steam traps	1,050.00
<b>See</b>		Kitchen stoves	22,000.00		Building entrance and rear doors	64,250.00
<b>Annual</b>		Additional work to hillside pavilion	30,000.00		Main water line shut off valves to apts.	2,268.00
<b>Statement</b>		Site work (phase VI)	20,000.00		Bathroom tubs reglazing	10,000.00
		Apartment entrance doors	95,000.00			
		Basement upgrades (phase III)	10,000.00	NJ26-3	Hot water heater	28,889.00
		Radiator valves and traps	20,000.00		Pressure relief valve	2,225.00
					Sprinkler system upgrade	84,000.00
	NJ26-3	Boiler monitoring system	31,000.00		Emergency fire doors	66,000.00
		Kitchen stoves	24,420.00		Roofs	75,000.00
		Parking lot upgrade	10,000.00		Float thermostatic steam traps	46,600.00
		New administration office (additional)	90,000.00		Emergency water tank	28,321.00
		Computer upgrade (additional)	16,629.00		Outside sensor lighting	4,400.00
		Basement upgrade	11,976.00		Main water line shut off valves to apts.	1,512.00
		Radiator valves and traps	10,000.00		Building entrance door and rear doors	38,760.00

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

Activities for Year 1	Activities for Year :__2__ FFY Grant: 2004			Activities for Year: __3__ FFY Grant: 2005		
	Development Name	PHA FY:	Estimated Cost	Development Name	PHA FY:	Estimated Cost
	NJ26-4	Common areas/lobby upgrade	41,285.00	NJ26-4	Hot water heater	61,250.00
		Apartment renovation	95,340.00		Sprinkler system upgrade	11,000.00
		Radiator valves and traps	11,000.00		Brick pointing	80,000.00
		Boiler monitoring system	30,000.00		Main water line shut off valves to apts.	32,435.00
			964,172.00			964,172.00

Activities for Year 1	Activities for Year :__4__ FFY Grant: 2006			Activities for Year: __5__ FFY Grant: 2007		
	Development Name	PHA FY:	Estimated Cost	Development Name	PHA FY:	Estimated Cost
	PHA WIDE	Mgt/Admin/Other (Security, Resident Unit)	246,412.00	PHA WIDE	Management/Administrative/Other (Security, Resident Initiative)	246,412.00
	NJ26-1	Add. Work at court yard (pavilion)	15,000.00	NJ26-1	New boilers	30,000.00
		Basement upgrade	17,889.00		Public stairs treads	25,000.00
		Windows for apts and common areas	5,000.00		Apartment upgrade additional work	45,000.00
		Maintenance vehicles	15,000.00		Landscaping	8,000.00
		Snow removal equipment	5,000.00		Common area paint and graffiti resistant	18,036.00
					Apt. smoke detector upgrade	10,000.00
	NJ26-2	Emergency fire doors	90,000.00			
		Mail boxes	3,393.00	NJ26-2	New boilers	30,000.00
<b>See</b>		Sprinkler system upgrade	63,000.00		Windows for apts. And common areas	190,000.00
<b>Annual Statement</b>		Apartment upgrade additional work	74,050.00		Landscaping	5,000.00
		New computer machine/chute	41,400.00		Apt. smoke detector upgrade	10,000.00
		Common area paint and graffiti resistant	87,833.00			
		Brick pointing	7,955.00	NJ26-3	New boilers	50,000.00
					Landscaping	5,000.00
	NJ26-3	Maintenance garage door	8,000.00		Mailboxes	15,000.00
		Common area lighting upgrade	12,000.00		Apartment upgrade additional work	40,000.00
		New computer machine/chute	25,000.00		Additional site work	30,000.00
		Windows for apartments and common areas	65,000.00		Common area paint and graffiti resistant	100,000.00
		Common area stair treads	10,000.00		Apartment smoke detector upgrade	10,000.00
					Bathroom tubs reglazing	9,439.00
	NJ26-4	Basement upgrade	30,000.00			
		Pressure relief valve	2,225.00	NJ26-4	Outside sensor lighting	26,000.00
		Emergency fire doors	42,060.00		Landscaping	5,000.00
		Float thermostatic steam traps	2,100.00		New garage doors	26,285.00
		Refrigerators	35,855.00		New boilers	20,000.00

Activities for Year 1	Activities for Year :__4__ FFY Grant: 2006			Activities for Year: __5__ FFY Grant: 2007		
	Development Name	PHA FY:	Estimated Cost	Development Name	PHA FY:	Estimated Cost
	Site work improvements (patio, gazebo)		60,000.00	Apartment smoke detector upgrade		10,000.00
			964,172.00			964,172.00

## **ATTACHMENT F: Resident Advisory Board Recommendations**

Meeting Date: March 4, 2003

See attached "Discussion Summary."

**UNION CITY HOUSING AUTHORITY  
DISCUSSION SUMMARY  
RESIDENT ADVISORY BOARD MEETING  
MARCH 4, 2003**

Present:

Jose Alba, UCHA

Pedro M. Gonzalez, UCHA

Waldo Morin, UCHA

Maritza Marin, Member Resident Advisory Board

A. Lupo, Member Resident Advisory Board and Housing Commissioner

Only 2 members came to the meeting, Commissioner A. Lupo, and Margarita Marin. Discussions included the security guards at Senior building, which was a testing ground for the guards. It worked ok, now we are putting guards on all sites.

Pedro Gozalez and Jose Alba spoke about the cuts that HUD wants to do on all Housing Authorities, but that the service to the residents will remain the same.

We also discussed the security cameras that will be installed at the Authority, especially behind Hillside Terrace I, where the new playground is being installed, and also discussed that the site work is going well and about 60% completed.

Waldo Morin discussed the New Gate at the parking lot at the Senior building that will be installed. This gate will keep intruders out of the parking lot. This was a concern for Margarita Marin, since everybody, including police officers, are parking there (Commissioner A. Lupo will inform the Union City Housing Authority Board of Commissioners about this problem). Margarita Marin was also concerned about police officers parking their personal cars in front of the building, where it is prohibited. Only emergency vehicles are allowed to park there. Waldo said that the Chief of Police was notified about this problem.

We also discussed that the security camera's monitor, and equipment, will be moved from super's apartment to the lobby, where the security guard sits. A small office will be built for the guard's desk for easy and fast access to the police department. The Authority will also be installing Roof Magnetic Doors on the roof of this senior building to prevent anybody from going to the roof and hanging out. These Roof Magnetic Doors were installed at the Hillside Terrace I and II sites, and they have been a success.

Margarita Marin said that her kitchen cabinets are not in good shape. We told her that this item is in the 5 year plan and will be addressed in the near future, that this year the Authority will be replacing all the boilers in all sites with new boilers and water heaters.

Also, we discussed the Capital Fund Program 2003 and the Five Year Plan.

The Meeting lasted about an hour, and ended on a happy note.

## **ATTACHMENT G: Membership Of Resident Advisory Board**

Carmen Crespo  
512 3<sup>rd</sup> Street, Apt. 1C  
Union City, NJ 07087

Antoinette Lupo  
634, 39 Street, Apt. 3F  
Union City, NJ 07087

Jose Lorenzo  
3911 Kennedy Blvd. Apt 8B  
Union City, NJ 07087

Margarita Martin  
3700 Palisades Avenue, Apt. 6A  
Union City, NJ 07087

Migdalia Ferrandiz  
3700 Palisades Avenue  
Union City, NJ 07087

**ATTACHMENT H: Resident Membership On The PHA Governing Board**

The Union City Housing Authority is aware of the recently enacted HUD regulation requiring PHA's to include at least one resident on its governing board. The Authority currently has the following resident on its Board of Commissioners:

Antoinette Lupo  
634, 39 Street, Apt. 3F  
Union City, NJ 07087

Term: August 1998 through July 2003  
Appointed by: Mayor and City Commissioners

# **ATTACHMENT I: Deconcentration and Income Mixing**

## **(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 section.

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**

<b>Development Name</b>	<b>Number of Units</b>	<b>Explanation (if any) [see step 4 at 903.2(c)(1)(iv)]</b>	<b>Deconcentration Policy (if no explanation) [see step 5 at 903.2(c)(1)(b)]</b>
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## DECONCENTRATION POLICY

It is the Union City Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we determine the level of marketing strategies and deconcentration incentives to be implemented.

**ATTACHMENT J: PHA Organizational Chart**

Board of Directors

Executive Director

<b>Campus of Learners Coordinator</b>	<b>Accounting</b>	<b>Personnel/Operati ons</b>	<b>Maintenance</b>	<b>Section 8 Administration</b>	<b>Low Rent</b>	<b>Modernization</b>
	CFP	Director of Housing Operations	Facilities Manager	Section 8 Manager	Tenants/ Occupancy Adm.	Modernization Administrator
	Purchasing	Secretary	Maintenance Supervisor	Inspectors	Low Rent Administrator	
	Bookkeeping	Security Personnel	Maintenance Technician			

## **ATTACHMENT K: Consistency With Consolidated Plan**

The Union City Housing Authority's Agency Plan is consistent with the County's Consolidated Plan in that:

- A. The Authority will apply for additional rental vouchers.
- B. The Authority is making efforts to attract potential landlords to participate in the Section 8 Program.
- C. The Authority seeks to minimize public housing vacancies via effective maintenance and management policies.
- D. The Authority seeks to renovate/modernize public housing sites.
- E. As a designated Campus of Learners (a unique distinction afforded to only 23 PHA's nationally), the Authority seeks to continue and improve upon its program of providing residents with education, job training, and employment opportunities relating to computer technology in a college campus-like setting.

## **ATTACHMENT L: PHA Criteria For Amendments To Plan**

Pursuant to applicable HUD regulations, a PHA may change or modify its Annual and Five-Year Plans and the policies described therein. However, any “significant amendment or modification” to the Annual Plan and any “substantial deviations” from the Five-Year Plan would require that the PHA submit a revised Plan that has met full public process requirements, including Resident Advisory Board review.

The Union City Housing Authority will consider the following to be “significant amendments or modifications”:

- A. Changes to rent or admissions policies or organization of the waiting list;
- B. Changes to grievance procedures;
- C. Additions of non-emergency work items (items not included in the current Annual Statement of 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- D. Additions of new activities not included in the current PHDEP Plan;
- E. Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities

The Authority will consider the following to constitute a “substantial deviation” from the Five-Year Plan:

- A. Any modification to the PHA’s Mission Statement or any substantial modification to the PHA’s goals and/or objectives.

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered substantial deviations or significant amendments by the Authority.

## **ATTACHMENT M: Summary of Pet Policy**

In accordance with the new HUD regulations, implementing Section 31 of the U.S. Housing Act of 1937, the Union City Housing Authority has adopted a formal Pet Policy permitting public housing residents in general occupancy developments to own pets. As expressed in the said Pet Policy, pet ownership is subject to the following “reasonable requirements”:

- A. Limitations on the size of the pet and the number of pets permitted in a given unit
- B. Issuance of Pet Permit
- C. Registration of pet with municipality
- D. Inspection of apartment, upon notice, to ensure compliance
- E. Current Pet Owners are grandfather

## **ATTACHMENT N: Implementation of Public Housing Resident Community Service Requirement**

Pursuant to Section 12 (c) of the U.S. Housing Act of 1937, each adult resident of public housing must participate in eight (8) hours of community service and/or economic self-sufficiency activities per month, unless they meet criteria for an exemption. In response to the implementation of Section 12 (c), the Union City Housing Authority has taken the following administrative steps:

- A. The Authority has not implemented this section. The Authority is waiting for Congress revised language as pursuant to Section 12© and HUD final rule on this issue.

## **ATTACHMENT O: Follow-Up Plan—Communications**

Date of Initial Submission to HUD: January 17, 2003

### Communications:

The elements of the Follow-up Plan for improving communications between the Authority and Residents are:

- A. Pursuing more aggressively in notifying residents regarding meetings, events, and any other information of interest.
  1. In the past we have posted information, it appears since residents claim they haven't received information, we will be mailing all future communicates to residents at a cost to the Authority of \$5,700.
- B. At reexamination time we will make sure each resident will spend an hour with the Public Housing Specialist to review line by line items on the lease to know what they are responsible for.
- C. We will continue our monthly meetings with tenant to answer any particular questions or concerns that any tenant might have on the course of the month on a day to day basis.
  - a. After the Authority has spent \$4.5 million in setting up a state of the art facility to support our residents in growth and development in areas of education, job training, entertainment, sports, family counseling, drug intervention and martial disputes, we have done our share. However, once again we'll notify residents by mail of any future development as it relates to tenant organization.
- D. We have hired a bilingual receptionist to answer and redirect telephone calls.

Estimated cost of improving communications: \$21,400

Source of Funds: Operating Revenue

Implementation Date: ongoing

## **ATTACHMENT P: Follow-Up Plan—Safety**

### **Safety:**

The Follow-up Plan for improving Safety:

- A. We have entered into a yearly contract with the Department of Juvenile Bureau for them to lease available space at Hillside Terrace I, located at 640-39<sup>th</sup> St. to establish a midtown police facility and a police community office that will be manned and operated 24 hours a day, 7 days a week to modernize this facility at the cost of \$70,000. The Authority rehabilitated this facility to meet the standards of the police department.
  1. In addition, under the drug elimination plan/budget we have hired four (4) police officers to be on patrol inside the perimeter of housing property on a full-time basis at the cost of \$100,000.
- B. We have hired on a full-time basis a contingency of security guards for all of our sites as that we meant authority-wide on duty 24 hours a day, 7 days a week including holidays (for which we have to pay overtime on holidays) at a cost to the authority of \$275,000.
- C. We went out for a bid to purchase security cameras to monitor all the common grounds as well as the common areas inside the buildings. We work along side the police department in the planning and design for such equipment. However, when the bids were received we were over our budget. The reason being all the funds that have been outlined in the above paragraph regarding security budget.
  1. We are in the process of making new specifications for security cameras and we will be advertising for new bids in April of 2003. We are confident with a new specification for new cameras they will come in with a specific budget.
  2. Implementation date: May 2003
  3. Cost: \$70,000
- D. We have instituted a screening process with the State Police Department and other local enforcement agencies as well as previous landlords, schools, and employees to verify the integrity of future residents. As a result of this expenditure process in which 20% of the people have been denied housing on an ongoing basis.
  1. Operating cost of this expenditure: \$2,800 per year
- E. Now that a police precinct has been established on site, the chief of police has given the authority every assurance that there will be a meeting conducted at least once a month at this facility to discuss and address any safety issues that are of concern to our residents.

Estimated cost of improving safety: \$517,800

Source of Funds: Operating Revenue/Capital Fund Program

Implementation date: ongoing

## **ATTACHMENT Q: Follow-Up Plan—Neighborhood Appearance**

### Appearance:

The Follow-up Plan for improving the physical appearance of the area is:

- A. The Authority on its continuing effort to improve cleanliness of the common areas has determined that in order for the janitorial services to be more effective, we will no longer hire an outside janitorial firm to provide the services.
  - 1. We are in the process of hiring a janitorial staff. After all extensive study and discussion with our residents, it was determined that a housing authority staff will provide more response and effectiveness to the people.
- B. As part of the aggressive modernization program that has implemented authority wide within the last 15 years, Hillside Terrace I will have a state of the art facility recreation as well as playgrounds for our residents to enjoy the outside activities in an urban setting.
- C. On a monthly basis each and every apartment unit as well as the common area is exterminated. When a resident has a specific need for further assistance in this area, the Authority contracts exterminating service provider for a special visit to address their particular need. Needless to say, this is an additional cost inquired by the Authority over and above the contractor cost for the services.
- D. Residents will be informed as part of the new improved communication program. We will inform each and every resident that if they have a specific need to contact our office for additional services, they will also be informed that the need to have better housekeeping habits as it relates to cleanliness, as we have been told by the exterminating company that every time they were out on a “special call” they were appalled at the fact that those apartments were filthy.

Estimated cost of improving appearance: \$2,673,000

Source of Funds: Operating Revenue/Capital Fund Program

Implementation Date: ongoing

## **ATTACHMENT R: FSS Action Plan**

The Union City Housing Authority has taken the following steps to achieve the minimum program size:

- A. Set aside additional financial reserves to step up recruitment process
- B. Surveyed Section 8 beneficiaries to collect data on work preferences and training needs
- C. Contacted all Section 8 qualified candidates for FSS program
- D. Conducted seminars for qualified Section 8 candidates on merits and benefits of FSS program
- E. Increased recruitment process of qualified Section 8 beneficiaries to sign for FSS plan
- F. Recruited eight families who have signed for the program

## **MEMORANDUM**

### **RE: UNION CITY HOUSING AUTHORITY**

The Union City Housing Authority has prepared its Agency Plan in compliance with section 511 of the Quality Housing and Work Responsibility Act of 1998 and ensuing HUD requirements. In accordance with said requirements, the Authority conducted a public hearing in order to invite public discussion on the Agency Plan. The public hearing was held on March 17, 2003 and proper notice was given via publication in The Jersey Journal and The Record at least 45 days prior to the public hearing date.

Housing Authority of the City of Union City

Name and Street Address of Projects:

<b><u>Project Name</u></b>	<b><u>Project Number</u></b>	<b><u>Address</u></b>
Columbian Court	NJ026-1	512/513 – 3 <sup>rd</sup> Street 513/515 – 4 <sup>th</sup> Street 306/308 – West Street 307/309 – Bergenline Avenue
Hillside Terrace I	NJ026-2	634/340/660 – 39 <sup>th</sup> Street
Hillside Terrace II	NJ026-3	3901/3911 Kennedy Blvd.
Palisade Plaza	NJ026-4	3700 Palisade Avenue