

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

---

# PHA Plans

## Annual Plan for Fiscal Year 2003

HOUSING AUTHORITY OF THE CITY OF GARFIELD  
GARFIELD, NEW JERSEY

**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:** Housing Authority of the City of Garfield

**PHA Number:** NJ034

**PHA Fiscal Year Beginning:** 04/2003

**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)

**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**

**Streamlined Plan:**

- High Performing PHA (PHAS Score of 91)**  
 **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.

*On October 21, 1999, HUD issued 24 CFR Part 903, Public Housing Agency Plans; Final Rule. This Rule eliminates the requirement for an Executive Summary as part of the Agency Plans.*

**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.

*On October 21, 1999, HUD issued 24 CFR Part 903, Public Housing Agency Plans; Final Rule. This Rule eliminates the requirement for a Table of Contents as part of the Agency Plans.*

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	5
2. Financial Resources	11
3. Policies on Eligibility, Selection and Admissions	12
4. Rent Determination Policies	21
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	28

Housing Authority of the City of Garfield

9. Designation of Housing	29
10. Conversions of Public Housing	31
11. Homeownership	33
12. Community Service Programs	34
13. Crime and Safety	37
14. Pets (Inactive for January 1 PHAs)	39
15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	39
18. Other Information	40
D. Criterion for Substantial Deviation	43

**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 (nj034a01)
- FY 2002 Capital Fund Program Annual Statement (nj034b01)
- Statement of Progress in Achieving Goals and Objectives (nj034e01)
- Statement on PH Resident Community Service Requirement (nj034f01)
- Statement of Pet Policy (nj034g01)
- Statement of Resident Membership on the PHA Governing Board (nj034h01)
- Statement of Membership on the PHA Resident Advisory Board (nj034i01)
- Statement on the Deconcentration of Poverty (nj034j01)
- Statement on the Initial Conversion Assessment (nj034k01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan (nj034c01)
- Public Housing Drug Elimination Program (PHDEP) Plan (nj034d01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - Energy Conservation Measures Report (nj034l01)
  - Annual Plan Public Meeting (nj034m01)

Housing Authority of the City of Garfield

**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
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
NA	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 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	Annual Plan: Rent

Housing Authority of the City of Garfield

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	development <input type="checkbox"/> check here if included in the public housing A & O Policy	Determination
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	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
X	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	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
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.	Annual Plan: Annual Audit

Housing Authority of the City of Garfield

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

*NOTE: In preparing this year's Annual Plan, the Garfield Housing Authority reviewed the new Bergen County Consolidated Plan, FY 2000-2004. That Plan made use of the 1990 census Data. Because the analysis below was based on that same date, and since there is no new data in the new Bergen County Consolidated Plan, we have not modified our analysis from last year's annual plan, and repeat it below as still substantially representing circumstances in our community.*

The Housing Authority of the City of Garfield is in Bergen County, New Jersey. Because there is no Consolidated Plan for Garfield proper, this PHA relied on the analysis of jurisdictional needs in the *Consolidated Plan for Bergen County* in preparing the chart below and on the *CHAS Dataset*.

The number of households in Bergen County as indicated in the *CHAS Dataset* was 308,795 in 1990. Our most recent estimate of the population of Garfield is 27,054 people. Since no hard data is available for all the indicated categories as they apply to Garfield separately, this PHA has based its responses on a calculation and interpolation to arrive at estimates for the data categories below. It has estimated the population of Bergen County as 2.3 times the number of households. It has taken the percent of Garfield's population as a percentage of the estimated population of Bergen County to create a "reduction ratio" by which it can estimate needs in Garfield itself. Garfield has four(4) percent of the county's population; therefore, we have used numbers based on that percentage to reduce the county figures by that ratio amount to establish an estimated need for Garfield proper.

In order to further estimate the numbers below, we used the percentages of each population on our waiting list to estimate the numbers of such populations in our city.

## Housing Authority of the City of Garfield

We assume that our lists reflect the needs of our low-income residents, since so many of them rely on us. We have also adjusted our estimates based on our experience in our community. Our result is clearly not exact, but when combined with the analysis of the PHA's waiting lists, it gives a reasonable estimate of housing needs upon which this plan may be based.

Further, this PHA has also reviewed the *Consolidated Plan Executive Summary* for comparison with our own experience in Garfield. In formulating our responses to the rating characteristics below, we have made our responses based on our experience in Garfield combined with the data clearly stated in the county *Consolidated Plan*. We believe, therefore, that we have been able to arrive at a reasonable assessment of housing needs in our jurisdiction, although not an exact one.

Lastly, based on our review of the county *Consolidated Plan* we have adjusted our its housing needs strategy under Part C. of this item to accommodate those observations in the *Consolidated Plan* for the county.

NOTE: The *Consolidated Plan for Bergen County* gives its data in "numbers of households" and in "percentages of households" rather than in numbers of people. The numbers offered below follow that convention, modified as we indicated above. Thus, where the *Consolidated Plan* indicates 79,735 low-income households in Bergen County, we indicate below 4% of that number or 3,189 households.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	482	5	5	4	3	4	2
Income >30% but <=50% of AMI	995	5	5	4	2	3	2
Income >50% but <80% of AMI	1712	4	4	3	1	2	2
Elderly	1798	4	4	3	3	3	2
Families with Disabilities	64	4	5	4	5	3	2
Black (non Hisp.)	321*	4	4	4	3	3	2
Hispanic	417	5	4	3	3	4	2
Asian	159	2	3	3	3	2	2
White	2152	3	3	3	3	3	2

- Our experience indicates that the number of black families is probably less than this calculation. Our client base is overwhelmingly white.

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

Housing Authority of the City of Garfield

Indicate year: 2000-2004

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information) MTCS

**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.

*NOTE: The Housing Authority of the City of Garfield has no Section 8 Programs.*

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	222		Less than 5 %
Extremely low income <=30% AMI	14	6	
Very low income (>30% but <=50% AMI)	84	38	
Low income (>50% but <80% AMI)	124	56	
Families with children	45	20	
Elderly families	177	67	
Families with Disabilities	2	1	
Black	16	7	
Hispanic	38	17	

Housing Authority of the City of Garfield

<b>Housing Needs of Families on the Waiting List</b>			
White	168	76	
Other	1	0	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	119	54	
1BR	164	74	
2 BR	31	14	
3 BR	13	6	
4 BR	1	0	
5 BR	0	0	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (for family developments only) If yes: How long has it been closed (# of months) 15 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> 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: we are already at a minimum unit turnaround time we will maintain.
- Reduce time to renovate public housing units: we are already at a minimum unit turnaround time we will maintain.
- 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

Housing Authority of the City of Garfield

- 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)  
Address identified needs for elderly residents who require supportive services as they age in place; specifically, pursue funding to establish an assisted care facility at one of our current sites by converting existing elderly units.

**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)**

Housing Authority of the City of Garfield

**(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)

Our authority has observed a need among its elderly residents for supplemental services we believe could best be met by an assisted living facility at one of our developments. We would consider converting all or part of a floor in our building to achieve this. The need for such a facility is not adequately met for low-income elderly in Garfield

**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 (based on FY 2002 grants)</b>	<b>\$1,822,230</b>	
a) Public Housing Operating Fund	893,236	Housing Operations
b) Public Housing Capital Fund	817,631	renovations
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	

Housing Authority of the City of Garfield

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	111,363	Elderly supportive services
h) Community Development Block Grant	0	
i) HOME	0	
<b>Other Federal Grants (list below)</b>		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
CFP	0	
PHDEP	0	
TOP	0	
EDSS	0	
<b>3. Public Housing Dwelling Rental Income</b>	<b>1,578,576</b>	Housing Operations
<b>4. Other income (list below)</b>	<b>161,200</b>	
Excess utilities	41,200	Housing Operations
Nondwelling rentals		
Investment income	15,000	Other
Other operating receipts	105,000	Housing Operations
<b>5. Non-federal sources (list below)</b>		
<b>6. Reserves</b>	<b>700,000</b>	Other
<b>Total resources</b>	<b>\$4,262,006</b>	

**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: top five families on the list.
- 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**

Housing Authority of the City of Garfield

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

Housing Authority of the City of Garfield

- 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:

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

Housing Authority of the City of Garfield

Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal
- 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?

Housing Authority of the City of Garfield

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

Housing Authority of the City of Garfield

Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

**(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

Housing Authority of the City of Garfield

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

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

4. 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**

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

Housing Authority of the City of Garfield

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

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

A minimum rent hardship exemption policy

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?

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

The Garfield Housing Authority has established flat rents that may some cases be less than thirty percent of a residents adjusted income.

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)

Housing Authority of the City of Garfield

- 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)

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. (Attachment L: nj034101)
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	456	Less than 5%
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program		
Other Federal Programs(list individually)		

Housing Authority of the City of Garfield

ROSS	305	Less than 5%
TOP		

**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)

- Public Housing Admission and Occupancy Policy
- Procurement Policy
- Personnel Policy
- Rent Collection and Eviction Policy
- One Strike and You're Out Policy
- Maintenance Manual
- Criminal Trespass Policy

(2) Section 8 Management: (list below)

**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-

Housing Authority of the City of Garfield

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 (nj034b01).
- 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: (nj034c01)

-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.

Housing Authority of the City of Garfield

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

2. Activity Description

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

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

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

[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

Housing Authority of the City of Garfield

U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name: Daniel P. Conte Court	
1b. Development (project) number: NJ034-3	
2. Designation type:	
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(06/30/02)</u>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	
<input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: 100	
7. Coverage of action (select one)	
<input type="checkbox"/> Part of the development	
<input checked="" type="checkbox"/> Total development	
<b>Designation of Public Housing Activity Description</b>	
1a. Development name: Golden Towers	
1b. Development (project) number: NJ034-4	
2. Designation type:	
Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(06/30/02)</u>	
5. If approved, will this designation constitute a (select one)	
<input checked="" type="checkbox"/> New Designation Plan	

Housing Authority of the City of Garfield

<input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
<b>Designation of Public Housing Activity Description</b>
1a. Development name: Belmont Gardens 1b. Development (project) number: NJ034-6
2. Designation type: Occupancy by only the elderly <input checked="" 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 checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>(06/30/02)</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 135 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" 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.)

Housing Authority of the City of Garfield

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved 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 type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  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 (l)]

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

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

1. Cooperative agreements:

Yes  No: Has the PHA 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)?

Housing Authority of the City of Garfield

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. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or

Housing Authority of the City of Garfield

		selection/specific criteria/other)		both)

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

a. Participation Description

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

- 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.

#### **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?

- Pulaski Court (NJ034-1)
- Marzitelli Court (NJ034-2)

#### **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

Housing Authority of the City of Garfield

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

Our authority has established a police substation at Marzitelli Court, and carries out additional police patrols there and at its other developments as part of its PHDEP strategy and program.

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

- Pulaski Court family development (34-1)
- Marzitelli Court family development (34-2)

**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)

Marzitelli Court is primarily affected, but the increased police presence affects and benefits all of our developments.

**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. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

Please see the attachment nj034g01 Statement of Pet Policy.

**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

Housing Authority of the City of Garfield

- 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):
  - Provided below:

Residents commented on a few items in the current CFP program plan. All items about which they were concerned were already addressed in the GHA's modernization plan. They also had questions on regular maintenance items that are currently being addressed.

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
  - The PHA changed portions of the PHA Plan in response to comments  
List changes below:
  - Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

**NOTE:** the residents at the GHA have petitioned the mayor and city council of Garfield to have future residents on the GHA Board elected by the residents.

Housing Authority of the City of Garfield

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: Bergen County , New Jersey

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

- 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)

The FY 2000-2004 Bergen County Consolidated Plan makes several observations that directly address how programs at the Garfield Housing Authority carry forward initiatives included in the Consolidated Plan. The Consolidated Plan directly applauds several Garfield Housing Authority programs that are an integral part of the county's housing strategy.

Housing Authority of the City of Garfield

The Consolidated Plan points out the shortage of affordable housing in Bergen County. It points out that while the quantity of affordable housing has increased two percent (2%) in recent years, the number of families needing such housing has increased four percent (4%), or at twice that rate. (p.28)

The Consolidated Plan also observes, “Bergen County has a tremendous affordable housing need for both non-homeless and homeless populations.... It is incredibly expensive to live in the New York City area. Bergen County is no exception to this.” (p. 45)

“In virtually all of the consultation and needs hearings held, housing was the #1 priority ... particularly for the following: elderly, frail elderly, severe mental illness, domestic violence victims, developmentally disabled, and physically disabled.... Elderly housing was the overwhelmingly stated need.... Additionally, there is a housing need for smaller families, particularly female-headed households.” (p. 49)

Later in its Plan, Bergen County mentions several specific Garfield initiatives.

It repeats the Garfield HA’s mission statement. (p. 73)

It summarizes Garfield HA’s goals and objectives. (p. 77)

It indicates that the Garfield HA participates in the Bergen County American Dream Program, and specifically cites residents at Pulaski Court and Marzitelli Court developments that have participated in the program. (p. 82)

It indicates that the Garfield HA “contracts with Easter Seals of New Jersey to provide services to their elderly residents in their senior buildings.... Garfield also participates in the County’s Senior Services lunch program” The Consolidated Plan also references the Garfield HA greenhouse project as an effort at community development. (p. 85)

Through its public housing program, the Housing Authority of the City of Garfield directly address the Bergen County need for affordable housing for the elderly, for families with special needs, and for small families headed by women. In addition, despite its modest size and limited budget, the GHA has a developed other laudable programs which the County applauds in its Consolidated Plan, and that address the housing, social, and developmental needs of its residents.

Other: (list below)

## Housing Authority of the City of Garfield

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

In addition to the observations above, the *Bergen County One Year Action Plan, Executive Summary for 2001-2002* cites the significance of GHA's funding for the Capital Fund Program and the Section 8 Voucher Program as part of the overall strategic effort for the county this year. (p. 4)

That same *Executive Summary* also shows the GHA's program on its "Needs of Public Housing" chart. This shows that Bergen County recognizes and supports the GHA's housing programs. (p. 11)

### **D. Other Information Required by HUD**

#### **Criterion for identifying a "substantial deviation" from the PHA Plan**

The Housing Authority of the City of Garfield will consider the following to be changes in its *Agency Plan* necessary and sufficient to require a full review by the Resident Advisory Board and by the Public Hearing process before a corresponding change in the Agency Plan can be adopted.

1. Any alteration of the Authority's *Mission Statement*;
2. Any change or amendment to a stated Strategic Goal;
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met;
4. Any introduction of a new Strategic Goal or a new Strategic Objective;
5. Any alteration in the Capital Fund Program Annual Plan that affects an expenditure greater than ten percent (10%) of the CFP Annual Budget for that year.

In setting the above criteria, the Garfield Housing Authority intends by "Strategic Goal" and "Strategic Objective" specifically those items under those headings in its *5-Year Plan*. (pp. 1-4.)

Because the Annual Plan already requires annual review by the Resident Advisory Board and by Public Hearing, the Authority believes this annual process sufficient to meet the spirit of the *Quality Housing and Work Responsibility Act of 1998*. It expects that changes to the Annual Plan will be primarily administrative in nature. It believes, however, as shown in item #5 above, that significant changes in its planned modernization expenditures should be subject to a resident/public process.

The Garfield Housing Authority has also reviewed the requirements set out in HUD Notice PIH 99-51. It here incorporates the several additional criteria established by HUD for "substantial deviation" and "significant amendment or modification" to its Agency Plan. The GHA will also consider the following events to require a public process before amending such changes to its Agency Plan.

## Housing Authority of the City of Garfield

- ❑ changes to rent or admissions policies or organization of the waiting list;
- ❑ additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- ❑ any change with regard to demolition or disposition , designation, homeownership programs or conversion activities.

The Housing Authority of the City of Garfield acknowledges that an exception will be made by HUD to compliance with the above criteria for any of the above changes that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

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

---

**Attachments**

- nj034a01. Policy for the Deconcentration of Poverty
- nj034b02. FY 2002 & 2003 Capital Fund Program Annual Statement
- nj034c02. FY 2003 Capital Fund Program 5 Year Action Plan (HUD-52834)
- nj034d02. Public Housing Drug Elimination Program (PHDEP) Plan Template
- nj034e01 Statement of Progress in Achieving Goals and Objectives
- nj034f01 Statement on PH Resident Community Service Requirement
- nj034g01 Statement of Pet Policy
- nj034h01 Statement of Resident Membership on the PHA Governing Board
- nj034i01 Statement of Membership on the PHA Resident Advisory Board
- nj034j01 Statement on the Deconcentration of Poverty
- nj034k01 Statement on the Initial Conversion Assessment
- nj034l01 Energy Conservation Measures Report
- nj034m01 Annual Plan Public Meeting

**NJ034a01.      *POLICY for the DECONCENTRATION of POVERTY***

The Housing Authority of the City of Garfield will not concentrate very low-income families in any public housing development or in any single building within a development. For this purpose, very low-income families also include other families with extremely low incomes.

This Authority will annually review its waiting lists and the census tracts in which it has public housing units in order to determine if they reveal an unacceptable concentration of impoverished families. If such a concentration is determined, the authority will take steps consistent with the policy stated below to remedy that inequity.

Where an inequity has been discovered in the distribution of impoverished families within its jurisdiction or on its waiting list, this PHA will take steps to remove that concentration of poverty by bringing higher income families into its lower income developments and lower income families into its higher income developments.

Among the strategies this authority may consider in attempting to remedy any discovered inequity are the following:

- 1). It may skip certain income families on its waiting list to reach other families with a lower or higher income, as may be required to achieve better income distribution balance in its developments. This authority will apply such skipping uniformly and fairly.
- 2). It may make concerted efforts to aid lower-income families to increase their income through offering incentives. These incentives may include but are not required to be or limited to the following:
  - a) Providing self sufficiency activities to improve resident employability;
  - b) Providing permissive deductions from annual income and other permissive deductions to public housing resident as allowed by law. If offered, these options will be spelled out in detail as an amendment to this policy;
  - c) Providing individual savings accounts to families who select income-based rents;
  - d) Establishing a rent structure that encourages deconcentration of poverty;
  - e) Providing certain admissions preferences, such as those for working families;
  - f) Providing additional applicant consultation and information;
  - g) And providing additional supportive services or amenities.

In pursuing this policy of deconcentration of poverty where a family receiving TANF assistance is concerned, this authority will pursue every reasonable recourse to coordinate its efforts to provide incentives to families that are consistent with programs administered by the office administering TANF responsibilities in its jurisdiction.

## Housing Authority of the City of Garfield

This PHA will pursue this policy of deconcentration of poverty in a way that affirmatively furthers fair housing, and that ensures for both our applicants and our residents an equitable treatment devoid of discrimination.

Housing Authority of the City of Garfield

**nj034b01**

Required Attachment B:

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

<b>Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Garfield Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P03450103 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2003	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	50,000			
3	1408 Management Improvements	70,000			
4	1410 Administration	81,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	56,000			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	545,000			
11	1465.1 Dwelling Equipment—Nonexpendable	10,000			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				

Housing Authority of the City of Garfield

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part I: Summary</b>					
<b>PHA Name:</b> Garfield Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P03450103 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2003
<input checked="" type="checkbox"/> <b>Original Annual Statement</b>		<input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b>		<input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b>	
<input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b>		<input type="checkbox"/> <b>Final Performance and Evaluation Report</b>			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	817,631			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs	30,000			
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	325,000			

Housing Authority of the City of Garfield

nj034b01

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Garfield Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P03450103 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
				Original	Revised	Funds Obligated	Funds Expended	
<b>1. NJ034-01</b>								
General Pulaski Court	1. Replace exterior apartment doors & screen doors	1460	100%	200,000				
<b>2. NJ034-02</b>								
Marzitelli Court	1. Electrical upgrade	1460	100%	75,000				
<b>3. NJ034-03</b>								
Daniel P. Conte Court	1. Replace exterior apartment doors & screen doors	1460	100%	50,000				
<b>4. NJ034-04</b>								
Golden Tower	1. Renovate main building entrance,	1460		120,000				
<b>5. NJ034-06</b>								
Belmont Gardens	1. complete building exterior; repairs front entrance; renovations; alum. Capping on parapet, etc.	1460		100,000				
<b>6. HA-wide</b>								

Housing Authority of the City of Garfield

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

PHA Name: Garfield Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P03450103 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
				Original	Revised	Funds Obligated	Funds Expended	
Non dwelling equip.	1. Upgrade computer hardware	1475		5,000				
Operations	1. Use portion of funds for operating costs	1406		50,000				
Management Improvements	1. Upgrade computer software	1408		5,000				
	2. Staff training	1408		15,000				
	3. Resident economic development	1408		15,000				
	4. Anti vandalism security guard (CFP)	1408		30,000				
	5. Executive Director & Commissioner state-mandated training	1408		5,000				
Administration	1. Pay part of ED, DED & Principal Clerk's salaries for CFP work	1410		81,000				
Fees & Costs	1. A/E Fees for all A/E services	1430		47,000				
	2. Consultant fees for CFP related work	1430		9,000				
Dwelling Equip.	1. Refrigerators & stoves	1465		10,000				
	<b>GRAND TOTAL</b>			<b>817,000</b>				

nj034b01

Housing Authority of the City of Garfield

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

PHA Name: Garfield Housing Authority		Grant Type and Number Capital Fund Program No: NJ39P03450103 Replacement Housing Factor No:				Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
1. NJ034-01 General Pulaski Court	3/30/05			9/30/06			
2. NJ034-02 Marzitelli Court	3/30/05			9/30/06			
3. NJ034-03 D. P. Conte Court	3/30/05			9/30/06			
4. NJ034-04 Golden Tower	3/30/05			9/30/06			
5. NJ034-06 Belmont Tower	3/30/05			9/30/06			
6. HA-Wide	3/30/05			9/30/06			

**nj034b01**

Housing Authority of the City of Garfield

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part I: Summary</b>					
<b>PHA Name:</b> Garfield Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P03450102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002
<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: 9/30/01		<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	50,000	200,000	200,000	0
3	1408 Management Improvements	70,000	70,000	0	0
4	1410 Administration	85,000	81,763	81,763	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	56,000	56,000	0	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	551,631	394,868	0	0
11	1465.1 Dwelling Equipment—Nonexpendable		10,000	0	0
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	5,000	5,000	0	0
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	817,631	817,631	281,765	0
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

Housing Authority of the City of Garfield

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part I: Summary</b>						
<b>PHA Name:</b> Garfield Housing Authority		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P03450102 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2002	
<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: 9/30/01		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
		Original	Revised	Obligated	Expended	
24	Amount of line 21 Related to Security – Soft Costs	30,000	30,000	0	0	
25	Amount of Line 21 Related to Security – Hard Costs					
26	Amount of line 21 Related to Energy Conservation Measures	251,631	94,868	0	0	

Housing Authority of the City of Garfield

nj034b01

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Garfield Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P03450102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>1. NJ034-01</b>								
General Pulaski Court	1. replace exterior apartment doors & screen doors	1460	100%	161,631	0	0	0	
<b>2. NJ034-02</b>								
Marzitelli Court	1. Electrical upgrade	1460	100%	40,000	44,868	0	0	
<b>3. NJ034-03</b>								
Daniel P. Conte Court	1. replace exterior apartment doors & screen doors	1460	100%	50,000	50,000	0	0	
	2. Upgrade administrative building including 2 <sup>nd</sup> floor window replacement & 2 <sup>nd</sup> floor rest rooms	1460		50,000	50,000	0	0	
<b>4. NJ034-04</b>								
Golden Tower	1. Renovate main building entrance	1460		50,000	50,000	0	0	
<b>5. NJ034-06</b>								
Belmont Gardens	1. Exterior Waterproofing	1460		100,000	100,000	0	0	
	2. Hallway air conditioning	1460		100,000	100,000	0	0	
<b>6. PHA-wide</b>								

Housing Authority of the City of Garfield

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Garfield Housing Authority			Grant Type and Number Capital Fund Program Grant No: NJ39P03450102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Non dwelling equipment	1. Upgrade computer hardware	1475		5,000	5,000	0	0	
Operations	1. Use portion for operating costs	1406		50,000	200,000	200,000	0	
Management	1. Upgrade computer software	1408		5,000	5,000	0	0	
Improvements	2. Staff training	1408		15,000	15,000	0	0	
	3. Resident Economic Development	1408		15,000	15,000	0	0	
	4. Anti-vandalism Security Guard	1408		30,000	30,000	0	0	
	5. Executive Director & Commissioner state-mandated training	1408		5,000	5,000	0	0	
Administration	1. Pay part of ED, DED & Principal Clerk's salary for CFP work	1410		85,000	81,763	81,763	0	
Fees & Costs	1. A/E for all A/E Services	1430		47,000	47,000	0	0	
	2. Consultant Fees for CFP related work	1430		9,000	9,000	0	0	
Dwelling Equip.	1. Refrigerators & stoves	146501		0	10,000	0	0	
<b>Grand Total</b>				817,631	817,631	281,763	0	

nj034b01

Housing Authority of the City of Garfield

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

PHA Name: Garfield Housing Authority		Grant Type and Number Capital Fund Program No: NJ39P03450102 Replacement Housing Factor No:				Federal FY of Grant: 2002	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
1. NJ034-01 General Pulaski Court	9/30/2003			12/31/04			
2. NJ034-02 Marzitelli Court	9/30/2003			12/31/04			
3. NJ034-03 Daniel P. Conte Court	9/30/2003			12/31/04			
4. NJ034-04 Golden Tower	9/30/2003			12/31/04			
5. NJ034-06 Belmont Tower	9/30/2003			12/31/04			
5. HA Wide	9/30/2003			12/31/04			

Housing Authority of the City of Garfield

**nj034c01**

**Required Attachment C:**

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

**Part I: Summary**

PHA Name: Garfield 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				
1. NJ034-01 Pulaski Court			20,000		
2. NJ034-02 Marzitelli Court				\$35,000	
3. NJ034-03 Daniel P.Conte Court		\$400,000			
4. NJ034-04 Golden Tower		\$145,000	\$340,000	\$195,000	\$255,000
5. NJ034-06 Belmont Garden				\$235,000	\$200,000
6. HA-Wide		\$272,000	\$457,000	\$352,000	\$362,000
CFP Funds Listed for 5-year planning		\$817,000	\$817,000	\$817,000	\$817,000
Replacement Housing Factor Funds					



Housing Authority of the City of Garfield

nj034c01

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

Activities for Year :_4_ FFY Grant: 2006 PHA FY: 2006			Activities for Year: _5_ FFY Grant: 2007 PHA FY: 2007		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
1. NJ034-02 Marzitelli Court	1. Upgrade parking lot	\$35,000	1. NJ034-04 Golden Tower	1. Replace heating convertors	255,000
2. NJ034-04 Golden Tower	1. Install sprinkler system	195,000	2. NJ034-06 Belmont Gardens	1. Tile common areas 2. New security wall	100,000 100,000
3. NJ034-06 Belmont Gardens	1. Repair structural cracks	100,000	3. All Sites	1. Painting	50,000
	2. Remove oil tank	35,000			
	3. Replace roof fans	50,000			
	4. Improve ventilation	65,000	4. HA-Wide	1. Computer hardware	5,000
4. All Sites	1. Painting	50,000		2. Operations	50,000
	2. Site improvements	30,000		3. Management Improvements	70,000
				4. Administration	81,000
5. HA-Wide	1. Computer hardware	5,000		5. Fees & Costs	56,000
	2. Operations	50,000		6. Refrigerators & Stoves	50,000
	3. Management Improvements	70,000			
	4. Administration	81,000			
	5. Fees & Costs	56,000			
	6. Refrigerators & Stoves	10,000			
Total CFP Estimated Cost		\$817,000			\$817,000

nj034d01.

**Required Attachment D:**

**Public Housing Drug Elimination Program Plan**

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

**With respect to the PHA Plan, for the FY2002 Plan cycle, PHAs will no longer be required to complete Subcomponent 13 D of the annual Plan or the PHDEP template. With the exception of high performers and small PHAs, housing authorities must complete Subcomponents 13A-C of the Plan.**

**Annual PHDEP Plan Table of Contents:**

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

**Section 1: General Information/History**

- A. Amount of PHDEP Grant \$ \_\_\_\_\_
- B. Eligibility type (Indicate with an "x")      N1 \_\_\_\_\_ N2 \_\_\_\_\_ R \_\_\_\_\_
- C. FFY in which funding is requested \_\_\_\_\_
- D. Executive Summary of Annual PHDEP Plan

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

**E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Marzitelli Court (family)	48	121
Pulaski Court (family)	100	245
Daniel P. Conte Court (elderly)	70	70
Belmont Gardens (elderly)	134	147
Golden Tower (elderly)	100	102

**F. Duration of Program**

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

**6 Months** \_\_\_\_\_ **12 Months** \_\_\_\_\_ **18 Months** \_\_\_\_\_ **24 Months** \_\_\_\_\_ **Other** \_\_\_\_\_

## Housing Authority of the City of Garfield

### G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1998 X	\$135,600	NJ39DEP0340198	0		Completed
FY 1999 X	\$100,293	NJ39DEP0340199	0		Completed
FY 2000 X	\$100,293	NJ39DEP0340100	0		Completed
FY 2001 X	\$112,035	NJ39DEP0340101	0		Completed

### Section 2: PHDEP Plan Goals and Budget

#### A. PHDEP Plan Summary

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

#### B. PHDEP Budget Summary

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

FY <u>2002</u> PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	

#### C. PHDEP Plan Goals and Activities

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

9110 - Reimbursement of Law Enforcement		Total PHDEP Funding: \$
Goal(s)		
Objectives		

Housing Authority of the City of Garfield

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

9120 - Security Personnel					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding:		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
Provide stable, crime free housing to low-income elderly and families working towards self-sufficiency.							
Increase the number of volunteers and hours spent patrolling by the volunteers by 15%							
1							
2.							
3.							

nj034d01

Housing Authority of the City of Garfield

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: 0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

Housing Authority of the City of Garfield

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds:</b>		
Goal(s)	Provide stable, crime free housing to low-income elderly and families working towards self-sufficiency.						
Objectives	Effectively manage the PHDEP programs						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							

**Section 3: Expenditure/Obligation Milestones**

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

njj034d01

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110				
9120				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
<b>TOTAL</b>				

**Section 4: Certifications**

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the "PHA Certifications of Compliance with the PHA Plan and Related Regulations."

**nj034e01.**

**Required Attachment E:**

**Statement of Progress in Achieving Goals and Objectives**

During the past year, the Garfield Housing Authority (GHA) has maintained its progress in achieving the goals and objectives outlined in its Five-Year Agency Plan.

In its efforts to “improve the quality of assisted housing,” the GHA has met most of its objectives. It remained a high performer under the most recent PHAS, and it received its targeted passing grade on the PHAS resident survey.

In its efforts to “provide an improved living environment” to its residents, the GHA has continued to avoid a need to implement its deconcentration of poverty policy by continuing to assure that there is no such concentration of poor families in any of our developments.

Finally, in its effort to “promote self-sufficiency and asset development,” the GHA has continued its successful computer education program for residents. In addition, it has begun a supportive services program for elderly residents. The program, functioning in all three elderly developments, includes hot meals at lunch, housekeeping, personal care, and wellness programs.

**nj034f01.**

**Required Attachment F:**

**Statement on PH Resident Community Service Requirement**

The Garfield Housing Authority (GHA) developed a Sample Community Service Policy that it presented for review as part of its review of its FY2001 Annual Plan so that residents and the community could comment on the document in full.

The GHA has not yet fully implemented its community service requirements since it has been advised that the final fate of this requirement at this PHA is not yet certain. It is not yet clear that the GHA will have to follow through with its full plan. Once its status is clarified, the GHA will follow through with its plan in FY 2003, if it is required to do so.

**nj034g01.**

**Statement of Pet Policy**

We restate below some of the main features of our Pet Policy.

The Pet Policy amends the current lease for housing developments occupied by non-elderly and non-disabled residents and managed by the Garfield Housing Authority (the Authority). The Housing Authority of the City of Garfield has adopted in this policy "reasonable pet rules" that incorporate State and local laws governing pets that include inoculating, licensing, and restraining them. These rules provide sufficient flexibility to protect the right and privileges of other residents who choose not to own pets.

A common household pet is defined as a cat, dog, goldfish, tropical fish, canary, parakeet, or lovebird. A resident may have either a cat or a dog, and/or one fish tank or bowl, and/or one birdcage with no more than two birds. Before the Authority grants a resident permission to keep a pet in any of its developments, any and all pets must be registered with Authority management.

A refundable \$200.00 pet deposit must be paid at the time of submission of the "Pet Permit Application." If the pet application is approved, this amount will apply toward the resident's security deposit and will be held in an escrow account. The pet deposit is to be used to cover costs of damages or fumigation that may be required as the result of the pet ownership. The pet deposit will be refunded along with any accumulated interest, minus any applicable charges, within thirty (30) days after the resident vacates the unit or the pet is permanently removed from the unit. Also, a non-refundable nominal monthly fee may be assessed each pet owner to cover the costs associated with the implementation of this pet policy. The resident's liability for damages caused by his/her pet is not limited to the amount of the pet deposit. The resident will be required to reimburse the Authority for the real cost of any and all damages caused by his/her pet where they exceed the amount of the pet deposit.

A resident dog owner must pay a non-refundable nominal monthly pet maintenance charge of \$10.00 with the rent by the first of each month. The fee for a cat is \$5.00. Any dog or cat must be no less than six (6) months old and completely housebroken or litter box trained. Proof that the dog is already neutered or spayed must be furnished before the dog will be allowed to reside on Authority property. The proper municipal authority must license each dog. A dog or cat must always wear a collar that shows its license and owner's name and address. It must also wear a proper flea collar. Each year, the resident must show proof that the dog or cat has had proper pet inoculations, especially Parvo shots for distemper and rabies. This proof must be signed by a legally registered, practicing veterinarian.

A dog or cat must be on a leash at all times when outside of the owner's apartment unless it is in an approved locked pet carrier. Small dogs should be held and carried through the building even if on a leash. Dogs and cats must be exercised or curbed only in areas specifically designated by the Garfield Housing A pet dog cannot be over 14 inches tall at

## Housing Authority of the City of Garfield

the top of the shoulder or weigh over 25 pounds when it is considered full-grown. No pet cat can be over eight (8) inches tall at the shoulders and weigh over 15 pounds.

No dog or cat may stay alone in an apartment more than two nights unless specific arrangements have been made with a responsible person to assure proper overnight care of the pet. All animal waste or litter from cat litter boxes shall be picked up by the pet owner and disposed of in sealed plastic trash bags and placed in trash bins. Cat litter shall be changed at least twice a week.

No monthly maintenance fee is required for residents owning a bird, unless a problem of health or safety should require it. No more than two (2) birds to a unit will be permitted – canaries, parakeets, or lovebirds only. No parrots! The birdcage must be no larger than three (3) feet high and two (2) feet wide. Cages must be cleaned daily and debris disposed of in a plastic bag to be put in a trash chute immediately. Birds may not be left alone in an apartment for over two (2) days unless the owner has made arrangements for their daily care.

In a facility where a resident does not pay for electricity, a non-refundable nominal monthly maintenance charge of \$2.00 for electric heat and pump use for a fish tank is to be paid with the rent each month. There will be no charge for a fishbowl that is less than one (1) gallon capacity. Only one fish tank is permitted to a dwelling unit. It must be no bigger than ten (10) gallon capacity size, or a resident may have one (1) large goldfish bowl no more than one (1) gallon capacity size. At a minimum, a fish tank must be cleaned monthly. A fish bowl must be cleaned weekly. Waste water from the tank or bowl must be disposed of in the apartment toilet. A fish owner will be responsible for any damage to plumbing or to other Authority property that results from clogging drains or water spillage caused by improper disposal of tank contents or by any leaks or breaks in tanks or feeder lines.

Pets must only go directly from their floor and down directly to the first floor, through the common area to the outside. They should return by the same route. Pets are not permitted on floors other than the first and on the floor of their own apartment. Pets are never permitted in another apartment or in common areas (i.e. office, community room, laundry room, lounge, or solarium). Pets are not permitted in hallways except for proceeding directly to the elevator or apartment when entering or exiting. Residents shall not alter the interior of their unit, patio, or balcony to create enclosure for an animal or bird.

**THE GARFIELD HOUSING AUTHORITY SHALL TAKE ALL NECESSARY ACTIONS UNDER LAW TO REMOVE ANY PET THAT CAUSES BODILY INJURY TO ANY RESIDENT, GUEST, VISITOR OR STAFF MEMBER.**

**VISITING PETS ARE NOT PERMITTED. THIS DOES NOT INCLUDE SERVICE ANIMALS THAT ASSIST PERSONS WITH DISABILITIES.**

**nj034h01.**

**Required Attachment H:**

**Statement of Resident Membership on the PHA Governing Board**

The Garfield Housing Authority has a resident on its Board of Commissioners. In October, 1999, the Garfield City Council appointed

Rosemarie Ribaudó

to a five year term.

The Resident Advisory Board (RAB) petitioned City Council to allow the RAB to elect future resident commissioners. This proposed selection process would allow resident input into the selection of a commissioner as required by HUD regulations.

**nj034i01.**

**Required Attachment I:**

**Statement of Residents on the Resident Advisory Board**

The Resident Advisory Board at the Housing Authority of the City of Garfield is composed of the presidents of our several resident councils. We have five such councils, one at each of our developments. Those presidents are as follows.

<u>Name</u>	<u>Office</u>	<u>Resident Council</u>
Mr. William Broadhead	President	Belmont Gardens
Ms. Mildred Jackson	President	Golden Tower
Ms. Theresa Ward	President	Pulaski Court
Ms. Michele Diuro	President	Marzitelli Court
Ms. Jay Hastick	President	Daniel P. Conte Court

**nj034j01.**

**Required Attachment J:**

**Statement on the Deconcentration of Poverty**

**Component 3, (6) Deconcentration and Income Mixing**

- a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- 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:

<b>Deconcentration Policy for Covered Developments</b>			
<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)(v)]</b>

**nj034k01**

**Required Attachment K:**

**Statement on the Initial Voluntary Conversion Assessment**

**Component 10 (B) Voluntary Conversion Initial Assessments**

- a) How many of the PHA's developments are subject to the Required Initial Assessments?  
Two
- b) How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy developments)?  
Three
- c) How many Assessments were conducted for the PHA's covered developments?  
Two, one at each general occupancy family development
- d) Identify developments that may be appropriate for conversion based on the Required Initial Assessments:  
None

Development Name	Number of Units

- a) If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

**nj034l01**

### **Energy Conservation Measures Report**

In the past several years, the Garfield Housing Authority has expended in excess of \$800,000 of its Capital Fund Program monies to install individual furnaces and domestic hot water heaters in each of its buildings at NJ 034-01 General Pulaski Court. These improvements not only eliminated the central boiler room which previously serviced the complex but also eliminated the necessity of replacing the deteriorated underground piping which supplied heat and domestic hot water to the complex. By installing the highly efficient gas furnaces and hot water heaters in each building the Garfield Housing Authority has experienced and will continue to experience significant energy cost savings.

In the year 2004 of their Five-Year Action Plan, the Garfield Housing Authority has earmarked \$400,000 to eliminate the central boiler room at NJ 034-03, Daniel P. Conte Court and install individual heating boilers and domestic hot water heaters for each building in the complex. This work item will also eliminate the need to replace the deteriorated underground piping which presently supplies heat and domestic hot water to the complex.

In their 2003 Annual Statement, the Garfield Housing Authority has allocated \$325,000 to implement cost effective energy conservation measures. These measures include replacement of exterior doors and screen doors at NJ 034-01 General Pulaski Court and NJ 034--03 Daniel P. Conte Court, and an electrical upgrade at NJ 034-02 Marzitelli Court.

The Garfield Housing Authority has for many years considered the reduction of electricity, gas and water costs as one of its top priorities. It has worked closely with its energy suppliers to take advantage of every opportunity to reduce energy costs. Over the past several years, when kitchens and bathrooms have been upgraded, the Authority has made certain that all plans and specifications have included energy-efficient faucets, toilets and the installation of energy efficient lighting. The Garfield Housing Authority at no cost to itself, is presently involved with Public Service Electric and Gas in a re-lamping program which will convert all existing incandescent fixtures to energy efficient fluorescent fixtures. Also at no cost to the Authority they are at present working with the Bergen County Community Action Program through the U. S. Department of Energy (DOE) to weatherize all of their apartments. Funds are provided to install weatherization materials such as insulation, caulking, weather stripping and to make furnace efficiency modifications and other improvements to conserve energy.

The Garfield Housing Authority has demonstrated through its improvements to their properties a determined commitment to energy conservation in the past and will continue to actively pursue energy conservation measures in the future.

**nj034m01**

### **Annual Plan Public Meeting**

The Annual Plan Public Meeting was held at 6 pm on January 7, 2003 at the Daniel P. Conte Community Room. It was advertised twice in the Garfield Messenger, and a flyer was sent to all GHA residents. Bus transportation was provided for all residents from the other developments to the meeting.

In attendance were the following people:

- Anthony DeMarco, GHA Executive Director
- Joan, GHA Deputy Director
- Colleen Day, GHA Director of Operations
- Joseph Clark, the Capital Fund Consultant
- 35 public housing residents

No comments were made concerning the Annual Plan. There were a few comments concerning routine maintenance questions. These comments are currently being addressed by GHA personnel.