

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

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# PHA Plans

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

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

## PHA Plan Agency Identification

**PHA Name:** Irvington Housing Authority

**PHA Number:** NJ 037

**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)

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

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To provide quality housing to low-income, very low-income and extremely low-income families in a professional and fiscally prudent manner and to provide decent safe and affordable housing to those who choose to live in our developments. In an environment free of discrimination, that offers a full array of supportive services for all residents.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)

- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:

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

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

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

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

**Annual 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**
- 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.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

**Required Attachments:**

<input checked="" type="checkbox"/> (A) Admissions Policy for Deconcentration	44
<input checked="" type="checkbox"/> (B) FY 2003 Capital Fund Program Annual Statement	45
<input type="checkbox"/> Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	

**Optional Attachments:**

<input checked="" type="checkbox"/> (D) PHA Management Organizational Chart	57
<input checked="" type="checkbox"/> (C) FY 2003 Capital Fund Program 5 Year Action Plan	51
<input type="checkbox"/> Public Housing Drug Elimination Program (PHDEP) Plan	
<input checked="" type="checkbox"/> Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)	
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**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>

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
YES	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
YES	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
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
YES	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
YES	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
YES	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
YES	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach	Annual Plan: Operations and Maintenance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	infestation)	
YES	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
YES	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
YES	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
YES	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
YES	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
YES	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
-	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
YES	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input checked="" type="checkbox"/> check here if included in the public housing A & O	Pet Policy

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

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

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	21	5	4	3	N/A	4	2
Income >30% but <=50% of AMI	18	3	3	3	N/A	4	2
Income >50% but <80% of AMI	2	1	1	2	N/A	3	2
Elderly	7	5	2	3	4	2	4
Families with Disabilities	3	5	5	5	5	5	5
Race/Ethnicity	White	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	Black	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	Hispanic	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1999
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data

- Indicate year:
- Other housing market study
- Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	11		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)	11		
Low income (>50% but <80% AMI)			
Families with children	9		
Elderly families	0		
Families with Disabilities	2		
Race/ethnicity	Black 11		
Race/ethnicity			
Race/ethnicity			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1 BR			

Housing Needs of Families on the Waiting List			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 60 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
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

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

[24 CFR Part 903.7 9 (b)]

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

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	2,028,701	
b) Public Housing Capital Fund	1,309,515	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	2,021,827	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2001 CFP	1,375,090	Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>	1,666,800	PHA Operations

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)		
<b>5. Non-federal sources</b> (list below)		
<b>PHA Investment income</b>	13,730	
<b>Total resources</b>	8,415,663	

### **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: (3)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

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

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

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

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

- At an annual reexamination and lease renewal
- 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?

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

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

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

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

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

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

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

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

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

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

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

- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
- Other (list below)
- 81 Union Avenue Irvington NJ 07111

**(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:

When an eligible family shows a diligent effort and cannot find suitable housing.

**(4) Admissions Preferences**

- a. Income targeting

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

- b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a 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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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 D, page 56)
- 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	657	
Section 8 Vouchers	98	5
Section 8 Certificates	140	11
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	657	
Comprehensive Grant		
Other Federal Programs(list individually)		

**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)  
Procurement Policy

Personnel Policy  
Investment Policy  
Pet Policy  
Natural Disaster Policy  
Drug Free Policy  
Admissions and Continued Occupancy Policy  
Disposition Policy  
Community Space Policy  
Maintenance Policy  
Section 8 Management:  
Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office  
 PHA development management offices  
 Other (list below)

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)  
101 Union Avenue, Irvington, NJ 07111

## **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 (B)

-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 (C)

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
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 U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset

Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 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**

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

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as

implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

1. Cooperative agreements:

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

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

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

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

- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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


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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 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 used 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)

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other : Agency has its own security staff.

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

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

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

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

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)

2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
  - Attached at Attachment (File name) nj037a01
  - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
  - Considered comments, but determined that no changes to the PHA Plan were necessary.

- The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
In FY 2003 CFP, upgrading of the CCTV camera system was included.  
In FY 2004 CFP, sidewalk replacements was added.  
In FY 2006 CFP, repair and paint building entry doors was added.

Other: (list below)

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

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

### 3. Description of Resident Election Process

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

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

#### b. Eligible candidates: (select one)

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

#### c. Eligible voters: (select all that apply)

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

## C. 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: State of 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)
  
- Other: (list below)

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

**D. Other Information Required by HUD**

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

**Attachments**

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

## Deconcentration Plan

It is the policy of the Housing Authority of the Township of Irvington (HATI) to house families in a manner that will prevent a concentration of poverty families and/or concentration of higher income families in any one development. The specific objective of the HATI is to house no less than 40% of its inventory with families that have income at or below 30% of the area median income by public housing development. Also the HATI will take actions to insure that no individual development has a concentration of higher income families in one or more of the developments. To insure that the HATI does not concentrate families with higher income levels, it is the goal of the HATI not to house more than 60% of its units in any one development with families whose income exceeds 30% of the area median income. The HATI will track the status of family income, by development, on a monthly basis by utilizing income reports generated by the HATI.

To accomplish the deconcentration goals the HATI will take the following actions:

- A. At the beginning of each fiscal year, the HATI will establish a goal for housing 40% of its new admissions with families whose incomes are at or below the area median income. The annual goal will be calculated by taking 40% of the total number of move-ins from the previous fiscal year.
- B. To accomplish the goals of:
  1. Housing not less than 40% of its inventory on an annual basis with families that have incomes at or below 30% of area median income, and
  2. Not housing families with incomes that exceed 30% of the area median income in developments that have 60% or more of the total household living the development with incomes that exceed 30% of the area median income, the HATI's Tenant Selection and Assignment Plan, which is a part of this policy, provides for the utilization of local preferences with regards to applicant selection from its waiting list.

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing Authority of the Township of Irvington		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P037501-03 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	261,903			
3	1408 Management Improvements Soft Costs	185,000			
	Management Improvements Hard Costs				
4	1410 Administration	130,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	62,097			
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	501,515			
11	1465.1 Dwelling Equipment—Nonexpendable	20,000			
12	1470 Nondwelling Structures	80,000			
13	1475 Nondwelling Equipment	59,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,309,515			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				

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

<b>PHA Name:</b> Housing Authority of the Township of Irvington	<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P037501-03 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2003
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**Original Annual Statement**  **Reserve for Disasters/ Emergencies**  **Revised Annual Statement (revision no:     )**  
 **Performance and Evaluation Report for Period Ending:**  **Final Performance and Evaluation Report**

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>		<b>Total Actual Cost</b>	
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of the Township of Irvington		Grant Type and Number Capital Fund Program Grant No: NJ39P037501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
HA Wide Operations	Housing Operations	1406	20%	261,903				
	<b>sub total</b>			<b>261,903</b>				
HA Wide Management Improvements	A. Social Service coordinator	1408	100%	60,000				
	B. Tenant Services Coordinator	1408	100%	40,000				
	C. Upgrade computer software	1408	20%	15,000				
	D. Staff computer training	1408	3 EA	5,000				
	E. Staff professional development	1408	8 EA	15,000				
	F. Resident Economic Development	1408	100%	40,000				
	G. Commissioner training	1408	LS	10,000				
	<b>sub total</b>			<b>185,000</b>				
HA Wide Administration	A. CFP Coordinator	1410	100%	70,000				
	B. Partial Salary & benefits for staff involved in CFP	1410	5%	60,000				
	<b>sub total</b>			<b>130,000</b>				
Fees & Cost	A. A/E Services	1430	100%	59,097				
	B. Consulting services	1430	100%	3,000				
	<b>sub total</b>			<b>62,097</b>				

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

PHA Name: Housing Authority of the Township of Irvington		Grant Type and Number Capital Fund Program Grant No: NJ39P037501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work		
NJ 37-1 Crescent LN	A. Upgrade sewers	1450	1 sys	5,000				
	B. Replace entry canopy roofs	1460	LS	30,000				
	C. Replace common area floor tiles	1460	2,000 SF	15,000				
	<b>sub total</b>			<b>50,000</b>				
NJ 37-2 101 Union Ave.	A. Replace door hardware	1460	100%	20,000				
	B. Replace apt lighting	1460	20 units	15,000				
	C. Replace common area floor tiles	1460	1,330 SF	10,000				
	<b>sub total</b>			<b>45,000</b>				
NJ 37-3 141 Union Ave.	A. Replace door hardware	1460	100%	24,000				
	B. Replace apt lighting	1460	20 units	15,000				
	C. Replace common area floor tiles	1460	2,000 SF	15,000				
	<b>sub total</b>			<b>54,000</b>				
NJ 37-4 81 Union Ave.	A. Replace door hardware	1460	100%	58,000				
	B. Upgrade common area lighting	1460	LS	40,000				
	<b>sub total</b>			<b>98,000</b>				
NJ 37-5 624 Nye Ave.	A. Replace door hardware	1460	100%	75,000				
	B. Upgrade common area lighting	1460	LS	40,000				
	C. Install public area floor tiles	1460	4,500 SF	34,000				
	<b>sub total</b>			<b>149,000</b>				

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

PHA Name: Housing Authority of the Township of Irvington		Grant Type and Number Capital Fund Program Grant No: NJ39P037501-03 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost		Status of Work
HA Wide	A. Landscaping		1450	20%	5,000			
	B. Replace windows & screens		1460	LS	5,000			
	C. Replace appliances		1645.1	25 sets	20,000			
	D. Replace heating traps & valves		1460	200 EA	105,515			
	<b>sub total</b>				<b>135,515</b>			
HA Wide Non-dwelling structures	A. Renovate Administrative Offices		1470	LS	28,000			
	B. Renovate maintenance offices		1470	LS	28,000			
	C. Preparation for Leasing Center		1470	LS	24,000			
	<b>sub total</b>				<b>80,000</b>			
HA Wide Non-dwelling equipment	A. Upgrade telephone system		1475	1 sys	25,000			
	B. Upgrade security CCTV		1475	1 sys	24,000			
	C. Replace computer hardware		1475		10,000			
	<b>sub total</b>				<b>59,000</b>			
	<b>Grand total</b>				<b>1,309,515</b>			

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

PHA Name: <b>Housing Authority of the Township of Irvington</b>		Grant Type and Number Capital Fund Program No: NJ39P037501-03 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	
NJ 37-1, Crescent Lane	3/31/05			3/31/07			
NJ 37-2, 101 Union Ave.	3/31/05			3/31/07			
NJ 37-3, 141 Union Ave.	3/31/05			3/31/07			
NJ 37-4, 81 Union Ave.	3/31/05			3/31/07			
NJ 37-5, 624 Nye Ave.	3/31/05			3/31/07			
HA-Wide	3/31/05			3/31/07			

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

**Part I: Summary**

PHA Name <b>Housing Authority of the Township of Irvington</b>		Irvington/Essex County/New Jersey			<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					
NJ 37-1		105,000	0	41,000	100,000	
NJ 37-2		140,000	0	70,000	200,000	
NJ 37-3		140,000	0	70,000	200,000	
NJ 37-4		0	0	201,500	40,000	
NJ 37-5		163,425	0	211,500	40,000	
HA Wide Ops		200,000	200,000	200,000	200,000	
HA Wide Management		205,000	185,000	185,000	185,000	
HA Wide other		300,000	220,000	255,000	295,000	
HA Wide Nondwelling		56,090	704,515	75,515	49,515	
Total CFP Funds (Est.)		1,309,515	1,309,515	1,309,515	1,309,515	
Total Replacement Housing Factor Funds						

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

Activities for Year 1	Activities for Year :2 FFY Grant: 2004 PHA FY: 2004			Activities for Year: 3 FFY Grant: 2005 PHA FY: 2005		
	<b>HA Wide Housing Operations</b>	Housing Operations	200,000	<b>HA Wide Housing Operations</b>	Housing Operations	200,000
		<b>Sub total</b>	<b>200,000</b>		<b>Sub total</b>	<b>200,000</b>
	<b>HA Wide Management Improvement</b>	A. Social services Coordinator	54,000	<b>HA Wide Management Improvement</b>	A. Social services Coordinator	54,000
		B. Computer software	15,000		B. Computer software	15,000
		C. Staff Computer training	5,000		C. Staff Computer training	5,000
		D. Staff Professional Development	15,000		D. Staff Professional Development	15,000
		E. Resident Economic Development	46,000		E. Resident Economic Development	46,000
		F. State mandated Commissioner training	10,000		F. State mandated Commissioner training	10,000
		G. Tenant Services Coordinator	40,000		G. Tenant Services Coordinator	40,000
		H. Inventory bar code system	20,000		<b>Sub total</b>	<b>185,000</b>
		<b>Sub total</b>	<b>205,000</b>			
	<b>HA Wide Other</b>	Administrative cost	130,000	<b>HA Wide Other</b>	Administrative cost	130,000
		Fees and Cost	90,000		Fees and Cost	90,000
		<b>Sub total</b>	<b>220,000</b>		<b>Sub total</b>	<b>220,000</b>
	<b>NJ 37-1, Crescent LN</b>	A. Upgrade playground	75,000			
		B. Renovate community room & laundry	30,000	<b>HA Wide Non-dwelling Structures</b>	A. complete construction of learning center	704,515
		<b>Sub total</b>	<b>105,000</b>		<b>Sub total</b>	<b>704,515</b>

	<b>NJ 37-2</b> <b>101 Union Ave.</b>	A. Replace elevator	140,000			
		<b>Sub total</b>	<b>140,000</b>			
	<b>NJ 37-3</b> 141 Union Ave	A. Replace elevator	140,000			
		<b>Sub total</b>	<b>140,000</b>			
	<b>NJ 37-5</b> 624 Nye Ave.	A. Renovate 27 apts	163,425			
		<b>Sub total</b>	<b>163,425</b>			
	<b>HA Wide</b>	A. Replace sidewalks	45,000			
		B. Replace windows & screens	10,000			
		C. Replace appliances	25,000			
		<b>Sub total</b>	<b>80,000</b>			
	<b>HA Wide</b> <b>Non-dwelling</b> <b>Structures</b>	A. Upgrade security CCTV System	21,090			
		B. Begin constructing learning center	35,000			
		<b>Sub total</b>	<b>56,090</b>			
		<b>Grand total</b>	<b>1,309,515</b>		<b>Grand total</b>	<b>1,309,515</b>

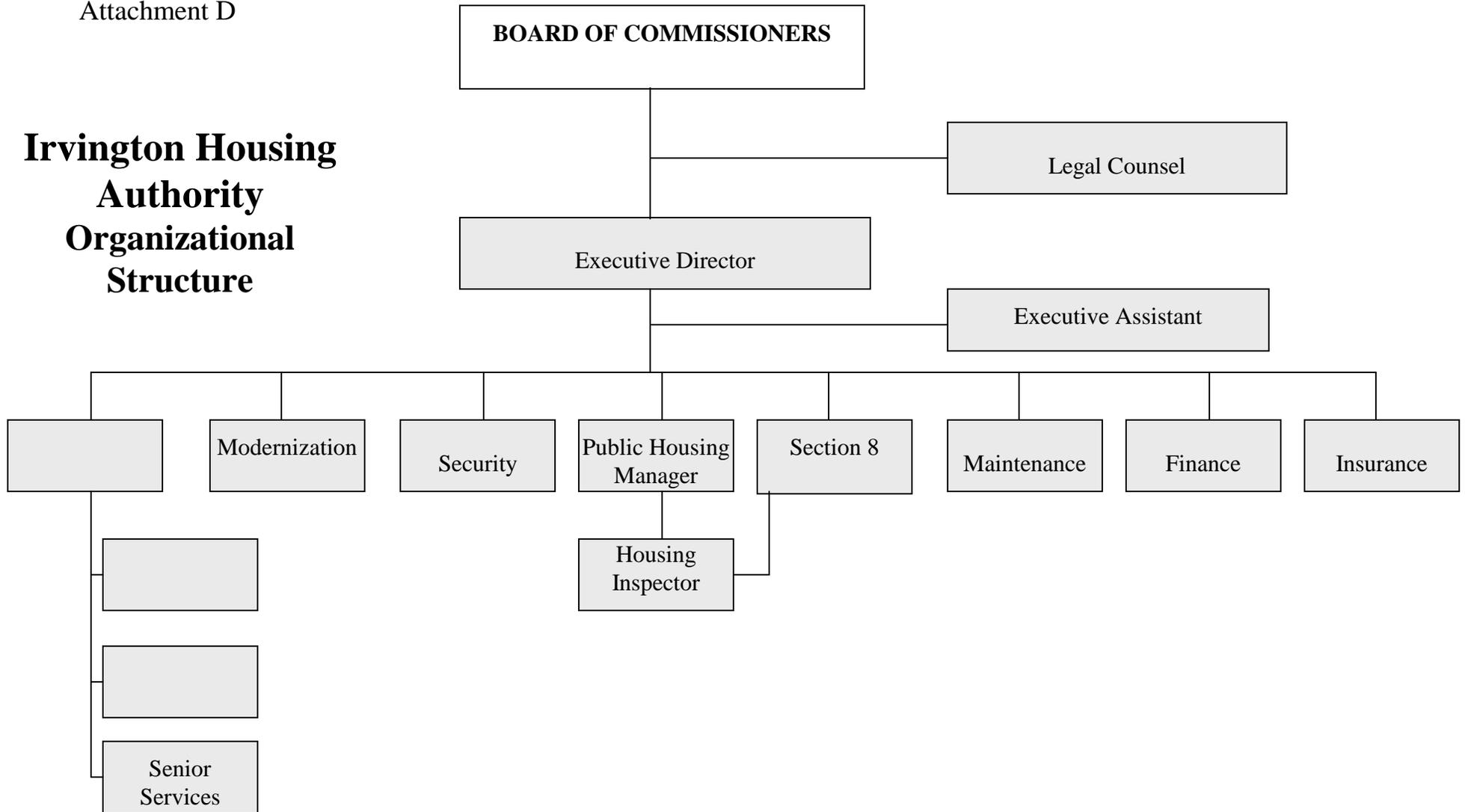
**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : 4 FFY Grant: 2006 PHA FY: 2006			Activities for Year: 5 FFY Grant: 2007 PHA FY: 2007		
	<b>HA Wide Housing Operations</b>	Housing Operations	200,000	<b>HA Wide Housing Operations</b>	Housing Operations	200,000
		<b>Sub total</b>	<b>200,000</b>		<b>Sub total</b>	<b>200,000</b>
	<b>HA Wide Management Improvement</b>	A. Social services Coordinator	54,000	<b>HA Wide Management Improvement</b>	A. Social services Coordinator	60,000
		B. Computer software	15,000		B. Computer software	15,000
		C. Staff Computer training	5,000		C. Staff Computer training	5,000
		D. Staff Professional Development	15,000		D. Staff Professional Development	15,000
		E. Resident Economic Development	46,000		E. Resident Economic Development	40,000
		F. State mandated Commissioner training	10,000		F. State mandated Commissioner training	10,000
		G. Tenant Services Coordinator	40,000		G. Tenant Services Coordinator	40,000
		<b>Sub total</b>	<b>185,000</b>		<b>Sub total</b>	<b>185,000</b>
	<b>HA Wide Other</b>	Administrative cost	130,000	<b>HA Wide Other</b>	Administrative cost	130,000
		Fees and Cost	90,000		Fees and Cost	130,000
		<b>Sub total</b>	<b>220,000</b>		<b>Sub total</b>	<b>260,000</b>
	<b>NJ 37-1 Crescent LN</b>	A. Upgrade public areas	30,000	<b>NJ 37-1</b>	A. Replace apt doors & hardware	50,000
		B. Replace mail boxes & signage	11,000		B. Replace common area lighting	50,000
		<b>Sub total</b>	<b>41,000</b>		<b>Sub total</b>	<b>100,000</b>

	<b>NJ 37-2</b> 101 Union Ave	A. Upgrade public areas	50,000	<b>NJ 37-2</b> 101 Union Ave	A. Replace main front entrances	25,000
		B. Replace mail boxes & signage	10,000		B. Renovate kitchens	100,000
		C. Replace trash chute doors	10,000		C. Repoint exterior facades	75,000
		<b>Sub total</b>	<b>70,000</b>		<b>Sub total</b>	<b>200,000</b>
	<b>NJ 37-3</b> 141 Union Ave	A. Upgrade public area	50,000	<b>NJ 37-3</b> 141 Union Ave	A. Replace main front entrances	25,000
		B. Replace mailboxes & signage	10,000		B. Renovate kitchens	100,000
		C. Replace trash chute doors	10,000		C. Repoint exterior facades	75,000
		<b>Sub total</b>	<b>70,000</b>		<b>Sub total</b>	<b>200,000</b>
	<b>NJ 37-4</b> 81 Union Ave.	A. Upgrade public areas	90,000	<b>NJ 37-4</b> 81 Union Ave.	A. Replace front main entrances	40,000
		B. Replace mailboxes & signage	19,000		<b>Sub total</b>	<b>40,000</b>
		C. Replace trash chute doors	5,000			
		D. Exterior façade renovations	87,500	<b>NJ 37-5</b> 624 Nye Ave.	A. Replace front main entrances	40,000
		<b>Sub total</b>	<b>201,500</b>		<b>Sub total</b>	<b>40,000</b>
	<b>NJ 37-5</b> 624 Nye Ave.	A. Upgrade common area finishes	100,000			
		B. Install new mailboxes	19,000			
		C. Install new trash chutes	5,000			
		D. Exterior façade renovations	87,500			
		<b>Sub total</b>	<b>211,500</b>			
	<b>HA Wide</b>	A. Replace appliances	25,000	<b>HA Wide</b>	A. Replace appliances	25,000
		B. Replace windows & screens	10,000		B. Replace windows & screens	10,000
		<b>Sub total</b>	<b>35,000</b>		<b>Sub total</b>	<b>35,000</b>



# Irvington Housing Authority Organizational Structure



# Required Attachment E

## Criteria for Substantial Deviation and Significant Amendments

### 1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

#### A. Substantial Deviation from the 5-year Plan:

The Public Housing Authority's (PHA) Definition of Substantial Deviation and Significant Amendment or Modification is as follows:

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

#### B. Significant Amendment or Modification to the Annual Plan:

The Public Housing Authority's (PHA) Definition of Substantial Deviation and Significant Amendment or Modification is as follows:

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

## **Required Attachment F**

### **Summary of Policy and Program Changes**

The HATI has not made nor intends to make any major policy or program changes in 2003. Local preferences were established and will not change, rent policies remain the same, community service policy parameters were included in our lease and ACOP, and our family development pet policy had already been implemented. However, community service requirement has been suspended per HUD guidelines.

## Required Attachment G:

### Resident Member on the PHA Governing Board

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

Ms. Katherine Clark

B. How was the resident board member selected: (select one)?

- Elected  
 Appointed

C. The term of appointment is (include the date term expires):

November 23, 2002 to November 22, 2007

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis  
 the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.  
 Other (explain):

B. Date of next term expiration of a governing board member:

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position):

Irvington Township Council

## Required Attachment H:

### Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards: (If the list would be unreasonably long, list organizations represented or otherwise provide a description sufficient to identify how members are chosen.)

624 Nye Avenue  
Carmella Pace  
Evelyn Elders

81 Union Avenue  
Anna Emanuel

101 Union Avenue  
Maxine Berry

141 Union Avenue  
Donald Jones  
James Washington

Crescent Lane  
Barbara Williams  
Delores Calloway  
Viola Drew  
Patricia Postern

Section 8  
Debbie Clark  
Theresa Curry

## **Attachment I:**

### **Progress in meeting the 5-Year Plan Mission and Goals**

The PHA has been able to maintain its mission to seek diversified, safe decent and affordable housing, for low and moderate income families through the utilization of previous Capital funds and the proper application of our public housing policies.

We are continuing to address public housing vacancies very aggressively and our PHAS and SEMAP scores indicate that other operational issues are being positively addressed.

Capital funds have been utilized to provide modernization of our properties and our FY 2003 application will continue that effort.

PHA has implemented local preferences to improve the living environment by addressing deconcentration, promoting income mixing, and improving security throughout our developments.

The PHA created and continues to facilitate self-sufficiency programs to improve resident employability as well as solicit support services for the elderly and families with disabilities.

The implementation of a family pet policy has provided the opportunity for residents to enjoy pets within a regulated environment. In addition, PHA implemented a Community Service program that began January 1, 2002 but has since been suspended per HUD notification and each adult member of every household has been notified. The Community Service program will be re-instated upon notification that the FY03 bill is enacted and community service is back in effect by Congress. New market value flat rents were implemented October 1, 2002, to replace previous flat/ceiling rents

We are confident that the PHA will be able to continue to meet and accommodate all our goals and objectives for FY 2003.

## Attachment J:

### Implementation of Public Housing Resident Community Service Requirement

The Housing Authority of the Township of Irvington's policy is designed to identify which adult family members are subject to or exempt from the service requirements; to explain how the PHA will administer its program; to identify PHA and/or third party certification opportunities available to eligible adult family members; and to assure resident compliance with identified work activities with fair and equitable actions.

#### A. PHA Responsibilities

##### (1) Eligibility Determination

The PHA will review every existing resident file to determine each Adult member's status regarding community service per the guidelines of 24CFR, Part 960.6.

- a. As family status is determined a registered letter or other certifiable document of receipt will be sent to each adult member of that family notify them of their status (exempt or non-exempt) and explaining the steps they should immediately proceed with through their housing representative.
- b. The PHA will include a copy of the general information section of its Community Service Policy and a listing of PHA and/or third party work activities that are eligible for certification of the community service requirement.
- c. At the scheduled meeting with each non-exempt adult family member, not only will the parameters of the community service requirement be reviewed but also the PHA and/or third party work activities will be identified and selected for compliance with the annual obligation for certification at their annual lease renewal date.

##### (2) Work Activity Opportunities

The Housing Authority of the Township of Irvington has elected to provide to those adult family members that must perform community service activities the opportunity to select either PHA sanctioned work activities or Third Party certifiable work items. The administration of the certification process would be:

##### a. PHA Provided Activities.

When qualifying activities are provided by the Authority directly, designated Authority employee(s) shall provide signed certification that the family member has performed the proper number of hours for the selected service activities.

##### b. Third Party Certification

When qualifying activities are administered by any organization other than PHA, the family member must provide signed certification (see III A (c)) to the Authority by such third party organization that said family member has performed appropriate service activities for the required hours.

##### c. Verification of Compliance.

The Authority is required to review family compliance with service requirement, and must verify such compliance annually at least thirty (30) days before the end of the twelve (12) month lease term (annual re-certification time). Evidence of service performance and/or exemption must be maintained in the participant files.

d. Notice of Noncompliance.

If the Authority determines that, a family member who is subject to fulfilling a service requirement, but who has violated the family's obligation (a noncompliant resident) the Authority must notify the specific family member of this determination.

The Notice of Noncompliance must:

Briefly, describe the noncompliance (inadequate number of hours).

State that the Authority will not renew the lease at the end of the twelve (12) month lease term unless:

The resident or any other noncompliant adult family member enters into a written agreement with the Authority to cure the noncompliance and in fact perform to the letter of agreement.

- Or -

The family provides written assurance satisfactory, to the PHA that the resident or other noncompliant adult family member no longer resides in the unit.

This Notice of Noncompliance must also state that the resident may request a grievance hearing and that the resident may exercise any available judicial remedy to seek timely redress for the Authority's non-renewal of the lease because of a noncompliance determination.

e. Resident agreement to comply with the service requirement.

The written agreement entered into with the Authority to cure the service requirement noncompliance by the resident and any other adult family member must:

1. Agree to complete additional service hours needed to make up the total number of hours required over the twelve (12) month term of the new lease.
2. State that all other members of the family subject to the service requirement are in current compliance with the service requirement or are no longer residing in the unit.

f. The Housing Authority of the Township of Irvington has developed the following list of Agency certifiable and/or third party work activities of which each non-exempt adult family member can select to perform their individual service requirement.

The Authority has identified the following PHA certifiable activities, which are available to meet the requirements:

- Neighborhood Watch
- Daily Phone Monitor for elderly
- Daily Phone Monitor for disabled
- Welcome Wagon Attendant
- Playground Monitor
- Or other certifiable activities

Third party entities that have entered into an agreement with the Authority to provide activities available to satisfy the Community Service activities will be listed by Entity, work activity and contact person. If a Adult individual elected to utilize a third party entity they must notify the PHA.

## Attachment K:

### PHA's Policy on Pet Ownership in Public Housing Family Developments

#### PET POLICY FOR FAMILY DEVELOPMENTS

In compliance with Section 526 of The Quality Housing and Work Responsibility Act of 1998, HATI residents shall be permitted to own and keep common household pets. Animals that are an auxiliary for persons with a disability are excluded from this policy. The ownership of common household pets is subject to the following rules and limitations:

1. Common household pets shall be defined as "domesticated animals such as a dog, cat, bird, rodent, fish or turtle". Common household pets are defined as follows:

Bird	Includes Canary, Parakeet, Finch and other species that are normally kept caged; birds of prey are not permitted.								
Fish	In tanks or aquariums, not to exceed twenty (20) gallons in capacity; poisonous or dangerous fish are not permitted.								
Dogs	Not to exceed twenty-five pounds (25 lbs.) weight, or fifteen (15) inches in height at full growth. Dogs must be spayed or neutered. Veterinarian's recommended /suggested types of dogs are as follows: <table><tr><td>a. Chihuahua</td><td>e. Cocker Spaniel</td></tr><tr><td>b. Pekingese</td><td>f. Dachshund</td></tr><tr><td>c. Poodle</td><td>g. Terriers</td></tr><tr><td>d. Schnauzer</td><td></td></tr></table>	a. Chihuahua	e. Cocker Spaniel	b. Pekingese	f. Dachshund	c. Poodle	g. Terriers	d. Schnauzer	
a. Chihuahua	e. Cocker Spaniel								
b. Pekingese	f. Dachshund								
c. Poodle	g. Terriers								
d. Schnauzer									

#### NO PIT BULLS WILL BE PERMITTED

- |             |  |
|-------------|--|
| Cats        | Cats must be spayed or neutered and be de-clawed or have scratching post, and should not exceed fifteen pounds (15lbs.). |
| Rodents     | At no time will the HATI allow rodents, such as hamsters, gerbils, white rats or mice, etc.                              |
| Reptiles    | At no time will the HATI allow reptiles, such as turtles, lizards, chameleons, etc.                                      |
| Exotic Pets | At no time will the HATI approve of exotic pets, such as snakes, monkeys, game pets, etc.                                |
2. No more than one (1) dog or cat shall be permitted in a household. In the case of birds, a maximum of two birds may be permitted. There shall be no limit as to the number of fish, but no more than one aquarium with a maximum capacity of twenty (20) gallons shall be permitted. A Resident with a dog or cat may also have other categories of "common household pets" as defined above.
  3. Pets other than a dog or cat shall be confined to an appropriate cage or container. Such a pet may be removed from its cage while inside the owner's housing unit for the purpose of handling, but shall not generally be unrestrained.
  4. Only one (1) dog or cat is allowed per household. **NO PIT BULLS WILL BE PERMITTED.** All dogs and cats will need to be on a leash at times when they are outside. All dogs

and cats are not to be tied to any tree, shrub, stake or otherwise left unattended outside the apartment. Neither dogs nor cats shall be permitted to run loose.

5. Pet owners shall maintain their pet in such a manner as to prevent any damage to their unit, yard or common areas of the community in which they live. The animal shall be maintained so as not to be a nuisance or a threat to the health or safety of neighbors, HATI employees, or the public, by reason of noise, unpleasant odors or other objectionable situations.
6. Each pet owner shall be fully responsible for the care of the pet, including proper disposal of pet wastes in a safe and sanitary manner. Specific instructions for pet waste shall be available in the management office. Improper disposal of pet waste is a lease violation and may be grounds for termination.
7. All pets shall be inoculated and licensed in accordance with applicable state and local laws. All cats or dogs shall be neutered or spayed, unless a veterinarian certifies that the spaying or neutering would be inappropriate or unnecessary (because of health, age, etc.).
8. Visiting pets may be allowed as long as they generally conform to the guidelines expressed in this policy, except that: no additional security deposit shall be required of the Resident with whom the pet is visiting unless the visit is in excess of seventy-two (72) hours, and two (2) verified complaints shall be grounds for excluding the pet from further visits.
9. All pets shall be registered with the Management Office before their introduction to the community. Registration shall consist of providing:
  - a. Basic information about the pet (type, age, description, name, etc.);
  - b. Yearly proof of inoculation and licensing;
  - c. Proof of neutering or spaying. All female dogs over the age of six (6) months and female cats over the age of five (5) months must be spayed. All male dogs over the age of eight (8) months and all male cats over the age of ten (10) months must be neutered. If health problems prevent such spaying or neutering, a veterinarian's certificate will be necessary to allow the pet to become or continue to be a Resident of the community;
  - d. All personal property damage and any physical damage caused by the pet shall be the sole responsibility of the resident who shall be held liable for reimbursement for damages. A resident must provide written proof of liability insurance YEARLY, which will provide protection to a minimum of a \$100,000 limit.
  - e. Payment of a pet deposit of \$200.00 (to be paid in advance) to defray the cost of potential damage done by the pet to the unit or to common areas of the community. There shall be no pet deposit for pets other than dogs or cats. The pet deposit shall not preclude charges to a Resident for repair of damages done on an ongoing basis by a pet. The Resident is responsible for all damages caused by the pet and will reimburse the Authority for all costs it incurs in repairing such damages. This deposit is refundable if no damage is identified at the move-out inspection.

Type of Pet	Pets Name	Inoculations (type and date)

License Date	Spay or Neuter Date	

If a Resident cannot care for their pet due to an illness, absence, or death, and no other person can be found to care for the pet, after twenty-four (24) hours have elapsed, the Resident hereby gives permission for the pet to be released to the Humane Society/Animal Control, in accordance with their procedures. In no case shall HATI incur any costs or liability for the care of a pet placed in the care of another individual or agency under this procedure. The HATI strongly advises Resident to obtain liability insurance.

Provide the name, address and phone number of one or more persons who will care for the pet if you are unable to do so. This information will be updated annually.			
Name	Address	Phone (day)	Phone (night)

- Any litigation resulting from actions by pets shall be the sole responsibility of the pet owner. The pet owner agrees to indemnify and hold harmless the HATI from all claims, causes of action damages or expenses, including attorney's fees, resulting from the action or the activities of his or her pet.

# Attachment L

## 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>

# Attachment M

## Component 10 (B) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?  
One
- 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 projects)?  
Four
- c. How many Assessments were conducted for the PHA's covered developments?  
One
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:  
None

Development Name	Number of Units

- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:  
N/A

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing Authority of the Township of Irvington		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P037501-02 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: 9/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	113,975		113,975	0
3	1408 Management Improvements Soft Costs	144,000		144,000	0
	Management Improvements Hard Costs				
4	1410 Administration	130,000		130,000	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	30,000		30,000	0
8	1440 Site Acquisition				
9	1450 Site Improvement	215,560		215,560	0
10	1460 Dwelling Structures	645,980		645,980	0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	30,000		30,000	0
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,309,515		1,309,515	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				

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

<b>PHA Name:</b> Housing Authority of the Township of Irvington	<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P037501-02 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
--	---	-------------------------------------

Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no:    )
  Performance and Evaluation Report for Period Ending: 9/30/02
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: Housing Authority of the Township of Irvington		Grant Type and Number Capital Fund Program Grant No: NJ39P037501-02 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
HA Wide Operations	Housing Operations		1406	11%	113,975	113,975	0	0% completed
	<b>sub total</b>				<b>113,975</b>	<b>113,975</b>	<b>0</b>	
HA Wide Management Improvements	A. Social Service coordinator		1408	100%	54,000	54,000	0	0% completed
	B. Update computer software		1408	100%	15,000	15,000	0	0% completed
	C. Computer training		1408	LS	5,000	5,000	0	0% completed
	D. Staff training		1408	LS	15,000	15,000	0	0% completed
	E. Resident Economic Development program		1408	LS	45,000	45,000	0	0% completed
	F. State-mandated Commissioner & Executive Director training		1408	LS	10,000	10,000	0	0% completed
	<b>sub total</b>				<b>144,000</b>	<b>144,000</b>	<b>0</b>	
HA Wide Administration	A. Capital Fund Coordinator		1410	100%	65,000	65,000	0	0% completed
	B. Partial Salary for Executive Director		1410		30,000	30,000	0	0% completed
	C. Partial Salary for maintenance Supervisor		1410		20,000	20,000	0	0% completed
	D. Partial Salary for Inventory Control Supervisor		1410		15,000	15,000	0	0% completed
	<b>sub total</b>				<b>130,000</b>	<b>130,000</b>	<b>0</b>	
HA Wide Fees & Cost	A. A/E Services		1430	100%	25,000	25,000	0	0% completed
	B. Consulting services		1430	100%	5,000	5,000	0	0% completed
	<b>sub total</b>				<b>30,000</b>	<b>30,000</b>	<b>0</b>	

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

PHA Name: Housing Authority of the Township of Irvington		Grant Type and Number Capital Fund Program Grant No: NJ39P037501-02 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
HA Wide	A. Upgrade exterior lighting		1450	100%	215,560	215,560	0	0% completed
	<b>sub total</b>				<b>215,560</b>	<b>215,560</b>	<b>0</b>	
NJ 37-1	A. Replace Boiler		1460	1	48,600	48,600	0	0% completed
	<b>sub total</b>				<b>48,600</b>	<b>48,600</b>	<b>0</b>	
NJ 37-2	A. Replace Boiler		1460	1	83,705	83,705	0	0% completed
	<b>sub total</b>				<b>120,000</b>	<b>120,000</b>	<b>0</b>	
NJ 37-3	A. Replace Boiler		1460	1	124,700	124,700	0	0% completed
	<b>sub total</b>				<b>124,700</b>	<b>124,700</b>	<b>0</b>	
NJ 37-4	A. Replace Boiler		1460	1	164,332	164,332	0	0% completed
	B. Public area Seating		1470	100%	8,000	8,000	0	0% completed
	<b>sub total</b>				<b>172,332</b>	<b>172,332</b>	<b>0</b>	
NJ 37-5	A. Replace Boiler		1460	1	224,643	224,643	0	0% completed
	B. Public area Seating		1470	100%	8,000	8,000	0	0% completed
	<b>sub total</b>				<b>232,643</b>	<b>232,643</b>	<b>0</b>	
HA Wide Non-dwelling structures	A. Renovate Offices		1470	LS	14,000	14,000	0	0% completed
	<b>sub total</b>				<b>14,000</b>	<b>14,000</b>	<b>0</b>	
	<b>Grand total</b>				<b>1,309,515</b>	<b>1,309,515</b>	<b>0</b>	

**Annual Statement/Performance and Evaluation Report**

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**

**Part III: Implementation Schedule**

PHA Name: <b>Housing Authority of the Township of Irvington</b>		Grant Type and Number Capital Fund Program No: NJ39P037501-02 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		
NJ 37-1	9/30/03	9/30/02	9/30/02	3/31/05				
NJ 37-2	9/30/03	9/30/02	9/30/02	3/31/05				
NJ 37-3	9/30/03	9/30/02	9/30/02	3/31/05				
NJ 37-4	9/30/03	9/30/02	9/30/02	3/31/05				
NJ 37-5	9/30/03	9/30/02	9/30/02	3/31/05				
HA-Wide	9/30/03	9/30/02	9/30/02	3/31/05				

**Attachment O**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary</b>					
<b>PHA Name:</b> Housing Authority of the Township of Irvington		<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P037501-01 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> 2001
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	160,536	160,536	160,536	160,536
3	1408 Management Improvements Soft Costs	100,000	134,400	134,400	134,400
	Management Improvements Hard Costs				
4	1410 Administration	130,000	0	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	99,554	99,554	99,554	27,653
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	835,000	812,600	812,600	497,406
11	1465.1 Dwelling Equipment—Nonexpendable	0	17,000	17,000	0
12	1470 Nondwelling Structures	0	35,000	35,000	0
13	1475 Nondwelling Equipment	50,000	116,000	116,000	50,000
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,375,090	1,375,090	1,375,090	869,995
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				

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

<b>PHA Name:</b> Housing Authority of the Township of Irvington	<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P037501-01 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2001
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: 2)  
 Performance and Evaluation Report for Period Ending: 9/30/02  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Collateralization Expenses or Debt Service				

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

PHA Name: <b>Housing Authority of the Township of Irvington</b>		Grant Type and Number Capital Fund Program Grant No: NJ39P037501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
Operations	Operating Expenses		1406	12%	160,536	160,536	160,536	160,536	Completed
	<b>sub total</b>				<b>160,536</b>	<b>160,536</b>	<b>160,536</b>	<b>160,536</b>	
Management Improvements	A. Hire Social Service coordinator		1408	100%	35,000	20,150	20,150	20,150	Completed
	B. Purchase computer software		1408	25%	15,000	25,520	25,520	25,520	Completed
	C. Staff computer training		1408	LS	5,000	3,300	3,300	3,300	Completed
	D. Staff professional development training		1408	LS	10,000	20,353	20,353	20,353	Completed
	E. Resident Economic Development program		1408	LS	25,000	60,953	60,953	60,953	Completed
	F. State-mandated Commissioner & Executive Director training		1408	LS	10,000	4,124	4,124	4,124	Completed
	<b>sub total</b>				<b>100,000</b>	<b>134,400</b>	<b>134,400</b>	<b>134,400</b>	
HA Wide Administration	Partial Salary for Capital Coordinator		1410		65,000	0	0	0	Delete
	Partial Salary for Executive Director		1410		40,000	0	0	0	Delete
	Partial Salary for Maintenance Supervisor		1410		25,000	0	0	0	Delete
	<b>sub total</b>				<b>130,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	
HA Wide Fees & Cost	A. A/E fees for all work items		1430		94,554	94,554	94,554	24,149	26% Complete
	B. Consultant's fee for work done in connection with CFP		1430		5,000	5,000	5,000	3,504	70% Complete
	<b>sub total</b>				<b>99,554</b>	<b>99,554</b>	<b>99,554</b>	<b>27,653</b>	

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

PHA Name: <b>Housing Authority of the Township of Irvington</b>		Grant Type and Number Capital Fund Program Grant No: NJ39P037501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
NJ 37-1	A. Install new roofs		1460	100%	470,000	0	0	0	Delete
	B. replace boiler		1460	1	0	241,400	241,400	102,600	46% Complete
	C. Replace magnetic door locks		1460		0	3,920	3,920	3,920	Completed
	D. Repair floors		1460		0	1,792	1,792	1,792	Completed
	E. Basement renovations		1470		0	20,000	20,000	0	Completed
	F. Maintenance shop renovations		1470		0	10,000	10,000	0	0% Complete
	<b>sub total</b>				<b>470,000</b>	<b>277,112</b>	<b>277,112</b>	<b>108,312</b>	0% Complete
NJ 37-2	Emergency call system		1460	100%	0	67,000	67,000	63,650	95% Complete
	<b>sub total</b>				<b>0</b>	<b>67,000</b>	<b>67,000</b>	<b>63,650</b>	
NJ 37-3	A. Emergency call system		1460	100%	0	67,000	67,000	63,650	95% Complete
	B. Emergency water heater repairs		1460		0	4,763	4,763	4,763	Completed
	C. Renovate maintenance office to dwelling unit		1460		0	5,000	5,000	0	0% Complete
	<b>sub total</b>				<b>0</b>	<b>76,763</b>	<b>76,763</b>	<b>68,413</b>	
NJ 37-4	A. Replace boiler		1460	1	0	214,718	214,718	187,745	87% Complete
	B. Install elevator		1460		0	125,000	125,000	0	Completed
	C. Community room renovations		1460		0	16,995	16,995	16,995	Completed
	D. Replace fire alarm panel		1460		0	9,875	9,875	9,875	Completed
	E. Replace front door access panel		1460		0	1,370	1,370	1,370	Completed
	F. Carpet lobby area		1460		0	5,280	5,280	5,280	Completed
	G. hallway floor tile		1460		0	14,650	14,650	0	0% Complete
	H. Remove lobby lounge furniture		1470		0	1,150	1,150	1,150	Completed
	I. Replace lobby blinds		1460		0	2,750	2,750	2,750	Completed
	<b>sub total</b>				<b>0</b>	<b>391,788</b>	<b>391,788</b>	<b>225,165</b>	

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

PHA Name: <b>Housing Authority of the Township of Irvington</b>		Grant Type and Number Capital Fund Program Grant No: NJ39P037501-01 Replacement Housing Factor Grant No:				Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories		Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
NJ 37-5	A. Install sprinkler system		1460	1 Bldg	335,000	0	0	0	Delete
	B. Remove lobby lounge furniture		1460		0	1,150	1,150	1,150	Completed
	C. Apartment renovations		1460		0	39,037	39,037	27,966	72% complete
	D. Replace lobby blinds		1460		0	2,750	2,750	2,750	Completed
	E. Renovate file storage area		1470		0	5,000	5,000	0	
	<b>sub total</b>				<b>335,000</b>	<b>47,937</b>	<b>47,937</b>	<b>31,866</b>	
HA Wide	Replace window screens		1460		0	7,000	7,000	0	0% Complete
	<b>sub total</b>				<b>0</b>	<b>7,000</b>	<b>7,000</b>	<b>0</b>	
HA Wide	Replace refrigerators & stoves		1465		0	17,000	17,000	0	0% Complete
	<b>sub total</b>				<b>0</b>	<b>17,000</b>	<b>17,000</b>	<b>0</b>	
HA Wide Non-dwelling equipment	A. Upgrade computer network		1475		50,000	48,253	48,253	48,253	Completed
	B. Telephone system		1475		0	11,747	11,747	1,747	15% complete
	C. Shuttle Bus		1475		0	56,000	56,000	0	0% complete
	<b>sub total</b>				<b>50,000</b>	<b>116,000</b>	<b>116,000</b>	<b>50,000</b>	
	<b>Grand total</b>				<b>1,375,090</b>	<b>1,375,090</b>	<b>1,375,090</b>	<b>869,995</b>	

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

PHA Name: <b>Housing Authority of the Township of Irvington</b>			Grant Type and Number Capital Fund Program No: NJ39P037501-01 Replacement Housing Factor No:				Federal FY of Grant: 2001	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
NJ 37-1	3/3/03	9/30/02	9/30/02	3/31/04				
NJ 37-2		9/30/02	9/30/02					
NJ 37-3		9/30/02	9/30/02					
NJ 37-4		9/30/02	9/30/02					
NJ 37-5	3/3/03	9/30/02	9/30/02	3/31/04				
HA-Wide	3/3/03	9/30/02	9/30/02	3/31/04				

Attachment P

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the Township of Irvington		Grant Type and Number Capital Fund Program Grant No: NJ39P03750100 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 9/30/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	268,900	268,900	268,900	268,900
3	1408 Management Improvements Soft Costs	125,000	125,000	125,000	125,000
	Management Improvements Hard Costs				
4	1410 Administration	130,000	130,000	130,000	73,709
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	94,554	107,973	107,973	107,973
8	1440 Site Acquisition				
9	1450 Site Improvement	50,000	50,000	50,000	36,972
10	1460 Dwelling Structures	626,100	612,681	612,681	407,348
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	50,000	50,000	50,000	50,000
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,344,554	1,344,554	1,344,554	1,069,902
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				

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

<b>PHA Name:</b> Housing Authority of the Township of Irvington	<b>Grant Type and Number</b> Capital Fund Program Grant No: NJ39P03750100 Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2000
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: 2)
  Performance and Evaluation Report for Period Ending: 9/30/02
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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

PHA Name: <b>Housing Authority of the Township of Irvington</b>		Grant Type and Number Capital Fund Program Grant No: NJ39P03750100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
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
HA Wide Operations	1. Operating Expenses		1406	20%	268,900	268,900	268,900	268,900	Completed
	<b>sub total</b>				<b>268,900</b>	<b>268,900</b>	<b>268,900</b>	<b>268,900</b>	
HA Wide Management Improvements	1. Social Service coordinator		1408	100%	6,066	6,066	6,066	6,066	Completed
	2. Computer software		1408	25%	7,749	7,749	7,749	7,749	Completed
	3. Staff computer training		1408		800	800	800	800	Completed
	4. Staff professional development training		1408		26,360	26,360	26,360	26,360	Completed
	5. Resident Economic Development program		1408		70,245	70,245	70,245	70,245	Completed
	6. State-mandated Commissioner training		1408		13,780	13,780	13,780	13,780	Completed
	<b>sub total</b>				<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	<b>125,000</b>	
HA Wide Administration	1. Capital Coordinator		1410		65,000	65,000	65,000	21,209	33% Completed
	2. Partial Salary for Executive Director		1410		40,000	40,000	40,000	40,000	Completed
	3. Partial Salary for Maintenance Supervisor		1410		25,000	25,000	25,000	12,500	50% Completed
	<b>sub total</b>				<b>130,000</b>	<b>130,000</b>	<b>130,000</b>	<b>73,709</b>	
Fees & Cost	1. A/E fees for all required work items		1430		89,554	107,973	107,973	107,973	Completed
	2. CFP Consultant Fees		1430		5,000	0	0	0	Deleted
	<b>sub total</b>				<b>94,554</b>	<b>107,973</b>	<b>107,973</b>	<b>107,973</b>	

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

PHA Name: <b>Housing Authority of the Township of Irvington</b>		Grant Type and Number Capital Fund Program Grant No: NJ39P03750100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
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
NJ 37-1 Family Units	1. Replace roofs		1460	100%	366,100	65,400	65,400	58,860	90% Completed
	2. Install sign naming complex		1460	1	3,000	3,540	3,540	3,540	Completed
	3. Apartment renovations		1460	1	0	4,500	4,500	4,500	Completed
	4. Landscape/sod grounds		1450	100%	10,000	9,000	9,000	9,000	Completed
	5. Repair/replace benches		1450		0	1,000	1,000	0	0% Completed
	<b>sub total</b>					<b>379,100</b>	<b>83,440</b>	<b>83,440</b>	<b>75,900</b>
NJ 37-2 101 Union Ave.	1. Electrical upgrade		1460		35,000	0	0	0	Delete
	2. Install sign naming complex		1460		3,000	3,540	3,540	3,540	Completed
	3. Replace boiler		1460	100%	0	134,500	134,500	100,985	75% complete
	4. Landscape/sod grounds		1450		10,000	8,000	8,000	8,000	Completed
	5. Repair/replace benches		1450		0	1,000	1,000	0	0% complete
	<b>sub total</b>					<b>48,000</b>	<b>147,040</b>	<b>147,040</b>	<b>112,525</b>
NJ 37-3 141 Union Ave.	1. Electrical upgrades		1460		35,000	0	0	0	Delete
	2. Install sign naming complex		1460		3,000	3,540	3,540	3,540	Completed
	3. Replace boiler		1460	100%	0	100,700	100,700	32,760	33% complete
	4. Apartment renovations		1460	1	0	10,500	10,500	10,500	Completed
	5. Landscape/sod grounds		1450		10,000	8,000	8,000	8,000	Completed
	6. Repair/replace benches		1450		0	1,000	1,000	0	0% complete
<b>sub total</b>					<b>48,000</b>	<b>123,740</b>	<b>123,740</b>	<b>54,800</b>	

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

PHA Name: Housing Authority of the Township of Irvington		Grant Type and Number Capital Fund Program Grant No: NJ39P03750100 Replacement Housing Factor Grant No:				Federal FY of Grant: 2000			
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
NJ 37-4 81 Union Ave.	1. Electrical upgrade		1460	100%	175,000	20,971	20,971	2,761	13% Completed
	2. Install sign naming complex		1460	1	3,000	3,540	3,540	3,540	Completed
	3. Community room upgrade		1460		0	7,450	7,450	7,450	Completed
	4. Emergency boiler repairs		1460		0	1,790	1,790	1,790	Completed
	5. Landscape/sod grounds		1450		10,000	10,000	10,000	5,000	50% Completed
	6. Repair/replace benches		1460		0	1,000	1,000	0	0% Completed
	<b>sub total</b>				<b>188,000</b>	<b>44,751</b>	<b>44,751</b>	<b>20,541</b>	
NJ 37-5 624 Nye Ave.	1. Install sign naming complex		1460	1	3,000	3,540	3,540	3,540	Completed
	2. Replace boiler		1460		0	205,000	205,000	125,460	61% complete
	3. Landscape/sod grounds		1450		10,000	10,000	10,000	6,972	70% Completed
	4. Repair/replace benches		1450		0	1,000	1,000	0	0% Completed
	5. Apartment/kitchen renovations		1460		0	44,582	44,582	44,582	Completed
	<b>sub total</b>				<b>13,000</b>	<b>264,122</b>	<b>264,122</b>	<b>180,554</b>	
HA Wide Non-dwelling equipment	1. Upgrade computer hardware		1475		50,000	41,263	41,263	41,263	Completed
	2. Telephone equipment		1475		0	8,737	8,737	8,737	Completed
	<b>sub total</b>				<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	
	<b>Grand total</b>				<b>1,344,554</b>	<b>1,344,554</b>	<b>1,344,554</b>	<b>1,069,902</b>	

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

PHA Name: <b>Housing Authority of the Township of Irvington</b>			Grant Type and Number Capital Fund Program No: NJ39P03750100 Replacement Housing Factor No:				Federal FY of Grant: 2000	
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		
NJ 37-1 Family Units	3/3/02	3/31/02	3/31/02	3/31/03				
NJ 37-2 101 Union Ave	3/3/02	3/31/02	3/31/02	3/31/03				
NJ 37-3 141 Union Ave	3/3/02	3/31/02	3/31/02	3/31/03				
NJ 37-4 81 Union Ave	3/3/02	3/31/02	3/31/02	3/31/03				
NJ 37-5 614 Nye Ave	3/3/02	3/31/02	3/31/02	3/31/03				
HA-Wide Management Improvements	3/3/02	3/31/02	3/31/02	3/31/03				



David Allen Brown  
Executive Director

# *Housing Authority*

*of the Township of Irvington New Jersey*

624 NYE AVENUE  
IRVINGTON, NJ 07111

## COMMISSIONERS

LENEL JACKSON, Chairperson  
TERRY L. LUCAS, Vice Chairperson  
D. BILAL BEASLEY  
DELORES CALLOWAY  
ERIC GRAHAM  
DARRYL Q. UPSHAW-GRIFFIN  
KATHLEEN WITCHER

October 30, 2002

Ms. Barbara Williams, President  
Crescent Lane Tenant Association  
2 Crescent Lane, 2-E  
Irvington, NJ 07111

Re: RAB Meeting  
Requests for Consideration

Dear Ms. Williams,

We acknowledge receipt of your letter of October 7, 2002 regarding your specific requests concerning the Annual and 5 year plan.

We compliment you on providing us with this feed back as it is very important to our planning for the up coming years, Thank You.

At this time we would like to comment on each of your 12 items listed as follows:

1. New Mail Boxes: This has been included already in the plans in Year 2006.
2. 504-Handicap Accessible Units: the required amounts of units are already in place for this requirement as required by statutes. Though we do not disagree with you for asking for this it is hard to implement due to the constant changes in occupancy of the units. As we comply with the statutes this item will be deferred to a regular operations issue on a case by case issue.
3. Speed Bumps: Crescent Lane is a Township owned street and therefore not in our jurisdiction. To install speed bumps needs the Townships action. We recognize the need and will bring that up in our talks with the Township. This will not be included in the plans.
4. Cable TV Wires: The wires and the covers are owned by the cable provider. It is their responsibility to protect them. This is not a Capital Fund issue. However, we will contact the provider for the repairs.
5. Motion/Spot Light: This is under contract at present and being installed. When completed we will evaluate the program and see if more are required.
6. Painting of Building Entry Doors: Entry doors of the buildings are considered to be an element of the public areas of the buildings. In the plan for year 2006 we have included a line item "Public Area Finishes" which would include this item.

7. Asbestos Testing: We understand your concern. We have checked the files as to the asbestos abatement program conducted some years ago and find no evidence of asbestos in the apartments of Crescent Lane. We will continue to look into this issue.
8. Entry Canopy Roofs: This was an excellent observation. This condition has been observed by staff also. It will be considered for inclusion in the upcoming plans.
9. New Hip Roofs: All roofs of the Crescent Lane Buildings have been replaced with new EPDM flat roofs and are sound and water proofed. Though pitched roofs would have been more aesthetic, the program was already in place to replace them with flat roofs. We can not go back now, the project is completed.
10. Artificial Plants: Whether artificial or natural plants are installed in reality makes no difference. Vandalism we occur in any case. We have noted that some natural plants have been dug up for presentation at tables on special days like mothers and fathers day. We will continue to plant new vegetation as needed. It is up to you the tenants to preserve what is planted.
11. Camera System: Upgrading of the CCTV cameras system has been included in the plans for Year 2003. As to the exact locations this has not been determined, but we recognize that more coverage is required through-out the whole Camptown Complex. We shall develop a firm plan when funding of this program has been received.
12. Sidewalks: Sidewalks, steps, etc are somewhat complicated. As said before the streets of Crescent Lane are Township owed. Which, by implication so are the side walks. Who is responsible for repairs is in question. To address this concern we have included in Year 2004 a line item to address not only your issue but others through out the Camptown Gardens Complex.

Having addressed all of the items indicated in your letter we request that you respond to us as timely as practicable so we may discuss at the next RAB meeting which we will notify you of shortly.

Thank you again for your input. It was most appreciated.

Sincerely, David A. Brown

Executive Director

cc. File

## Minutes of Meeting

### Resident Advisory Board (RAB) Meeting Capital Fund Program Annual/5 Year Plan

Date: October 21, 2002 Place: 624 Nye Ave.

Administrative Office Conference Room Time: 3:00 PM

Present: Ms. Carmella Pace- 624 Nye Ave.- Apt. 3E Ms. Evelyn Elder- 624 Nye Ave.- Apt. 4R

Ms. Delores Calloway- 12 Crescent Lane- Apt. 2c

Mr. William J. Bennett- IRA Staff- Capital Coordinator

The following minutes of the above meeting are prepared by from notes taken during the above meeting.

1. An informational package was distributed to each attendee who included a Summary of Resident Board Requirements and a draft copy of the 2003 Annual Plan and Plans for Years 2004 through 2007.
2. Mr. Bennett explained that the purpose of including the Residents Board Requirements was to inform all attendees of the purpose of the RAB and to the PHA's Requirements.
3. Mr. Bennett explained that the spread sheets of the 5 year plan are divided into two areas of concern. That being Line No.1 to 7, which are soft costs and Line No.8 to 19 are hard construction costs. Line No.20 is the total anticipated funding based on the funding allocated in 2002. The balance of the Line No.'s are summary lines.
4. The attendees then proceeded to review each year of the plan starting with year 2003.
5. Under the soft cost Line No.'s 1 to 7 a question was asked on two items as follows:

a. **Tenant Service Coordinator:** Ms. Calloway asked what was the description of this new position and is this intended position of a Resident of Camptown Gardens Complex? This question will be answered for presentation at the next meeting.

b. **Resident Economic Development:** Ms Calloway asked for a definitive scope of this line item? This question will be answered for presentation at the next meeting.

c. The above two questions apply to all years of the plan.

6. Under the hard cost Line No.'s 8 to 19 several questions were asked as follows :

a. **Security CCTV Upgrade:** All attendees requested to know where the upgrades are to be installed? Mr. Bennett responded that at this time we have not determined the exact location but we acknowledge that more coverage is required. He also indicated this was a planning document not a definitive allocation of an exact scope. We will define this more for the next meeting.

b. **Priority Allocations:** How was priority of items determined was asked by all attendees. In response, Mr. Bennett indicated that safety issues take priority. He further indicated that the 2003 Year funding plan already has to be changed to include public area emergency lighting as a newly enacted code requires this at the Crescent Lane Property and the Irvington Fire Department has issued a violation. Also, to this issue it was responded and explained that even though an item may be scheduled in year six does not mean it can't be done sooner if funds are available and priorities change. The main driving point was emphasized that it is in the plan. If not in the plans, anywhere, then it is hard to do.

c. **Apartment Renovation Scheduling:** It was asked why the apartments 624 Nye (27) are scheduled before 101 and 141 Union Ave.? Mr. Bennett indicated that this was where we started last year, and will consult with staff for reconsideration.

d. **Crescent Lane Community and Laundry Room:** Ms. Calloway indicated that these areas at Building No. 10 are too small and inadequate for the property population. This condition will be reconsidered for the next meeting.

7. Ms. Barbara Williams, President of Crescent Lane submitted a list of 12 items that she would like to be considered for the Authority Plan, copy attached. We thank her for her input and the items will be considered and report on them at the next RAB meeting. Her items of concern were issued to all attendees and Ms. Calloway requested of those present that they also present their requests in a similar manner at the next meeting.

This RAB meeting was a very productive one and I thank all input given. The meeting was concluded at approximately

at 4:15 PM.

Should you have any additions or corrections to these minutes please contact William J . Bennett at 973-375-2121.

The next scheduled RAB meeting is scheduled for November 6, 2002. The time will be confirmed to you.

WilliamJ.Bennett ~. *Capital Coordinator*

Cc. All Attendees

Mr. David A. Brown File

Ms. Barbara Williams President

C.T.G.T.A. Family Units 2 Crescent Lane, 2-E Irvington, NJ 07111 973-375-9317

October 7, 2002

Mr. David A. Brown Executive Director  
Irvington Housing Authority 624 Nye Avenue  
Irvington, NJ 07111 973-375-2121

Dear Mr. Brown:

I am submitting this letter in response to the (RAB-Resident Advisory Board) meeting currently scheduled for this month.

I have included in this letter, (specific requests) concerning implementing the 5-year plan that will be on the agenda at the next (RAB) meeting.

These are the following requests that we are asking the Irvingt< Housing Authority to consider / implement as soon as time allow: and they are:

1. New "Mailboxes" for all the Family Unit Buildings.
2. 504-Handicap Accessible "Bathroom railings and safety features" for all Family Units that have a disabled / handicap person on the lease.
3. Flat cement "Speed-bumps" for Crescent Lane / Family Units This is due to the large amount of children that use the street as a play area and the speedbumps will control traffic entering / exiting Crescent Lane.
4. Maintenance of "Cable Wires" coverings in the Family Units hallways. Someone has been "tampering" with the wires and causing them to hang loose in the hallways which is a hazard to those walking in and out of the buildings.
5. Motion lights / Spot-lights installed behind the Family Units buildings. This will cut down on the number of individuals using these areas for crimes and related acts.

It will also provide a crime deterrent for children playing in the back areas of the buildings.

6. Painting of Family Units porch doors: colors currently under consideration are: Red, Blue, Green, and Beige.

7. A current Asbestos testing for individuals in the Family Units that would like their apartment tested. These individuals would have to be listed on their leases as Head of Household.

8. New "Dome" or "Triangle" shaped porch roofs for the Family Units. This will cut down on the amount of debris being thrown onto the flat porch roofs we currently have.
9. New "Hip Roofs" for the entire Family Unit complex. This will enhance the "Village" look and feel of the complex and raise resident morale.
10. "Artificial Plants, Flowers, Shrubs" for all Family Unit Border areas. This will help decrease the vandalism of these garden areas and help to reduce the cost of buying or replacing new garden area borders.
11. A new / extended camera system with cameras positioned in the hallways of the Family Units or on the porches.
12. New cemented porches, stairs, and common walk areas in the Family Units. This is due to the large amount of debris stuck to the cement walkways we currently have that cannot be cleaned "regularly" or with our current cleaning methods .

These are currently the items under review that we are proposing to the (RAB) Board. I look forward to attending this meeting and submitting these ideas in person.

Sincerely,

Ms. Barbara Williams, President  
Camptown Gardens Tenant Association / Family units

WILLIAMS / Poston

Re: RAB Meeting  
Requests for Consideration

Dear Ms. Williams,

We acknowledge receipt of your letter of October 7, 2002 regarding your specific requests concerning the Annual and 5 year plan.

We compliment you on providing us with this feedback as it is very important to our planning for the upcoming years; Thank You.

At this time we would like to comment on each of your 12 items listed as follows:

1. New Mail Boxes: This has been included already in the plans in Year 2006.
2. 504-Handicap Accessible Units: the required amounts of units are already in place for this requirement as required by statutes. Though we do not disagree with you for asking for this it is hard to implement due to the constant changes in occupancy of the units. As we comply with the statutes this item will be deferred to a regular operations issue on a case by case issue.
3. Speed Bumps: Crescent Lane is a Township owned street and therefore not in our jurisdiction. To install speed bumps needs the Township's action. We recognize the need and will bring that up in our talks with the Township. This will not be included in the plans.
4. Cable TV Wires: The wires and the covers are owned by the cable provider. It is their responsibility to protect them. This is not a Capital Fund issue. However, we will contact the provider for the repairs.
5. Motion/Spot Light: This is under contract at present and being installed. When completed we will evaluate the

program and see if more are required.

6. Painting of Building Entry Doors: Entry doors of the buildings are considered to be an element of the public areas of the buildings. In the plan for year 2006 we have included a line item "Public Area Finishes" which would include this item.

7. Asbestos Testing: We understand your concern. We have checked the files as to the asbestos abatement program conducted some years ago and find no evidence of asbestos in the apartments of Crescent Lane. We will continue to look into this issue.

8. Entry Canopy Roofs: This was an excellent observation. This condition has been observed by staff also. It will be considered for inclusion in the upcoming plans.

9. New Hip Roofs: All roofs of the Crescent Lane Buildings have been replaced with new EPDM flat roofs and are sound and water proofed. Though pitched roofs would have been more aesthetic, the program was already in place to replace them with flat roofs. We can not go back now, the project is completed.

10. Artificial Plants: Whether artificial or natural plants are installed in reality makes no difference. Vandalism we occur in any case. We have noted that some natural plants have been dug up for presentation at tables on special days like mothers and fathers day. We will continue to plant new vegetation as needed. It is up to you the tenants to preserve what is planted.

11. Camera System: Upgrading of the CCTV cameras system has been included in the plans for Year 2003. As to the exact locations this has not been determined, but we recognize that more coverage is required through-out the whole Camptown Complex. We shall develop a firm plan when funding of this program has been received.

12. Sidewalks: Sidewalks, steps, etc are somewhat complicated. As said before the streets of Crescent Lane are Township owed. Which, by implication so are the side walks. Who is responsible for repairs is in question. To address this concern we have included in Year 2004 a line item to address not only your issue but others through out the Camptown Gardens Complex.

Having addressed all of the items indicated in your letter we request that you respond to us as timely as practicable so we may discuss at the next RAB meeting which we will notify you of shortly.

Thank you again for your input. It was most appreciated.

Sincerely,

David A. Brown

Executive Director

cc. File

## RAB Meeting

### Attendees:

Ms. Calloway- Crescent Lane Ms. Pace- 624 Nye A ve.

Ms. Williams- Crescent Lane Ms. Barry- 101 Union Ave.

Ms. Emmanuel- 81 Union Ave.

Mr. David Brown (partial)- IRA Mr. William Bennett- IRA

Date: November 6, 2002 Location: 624 Nye. Ave.

The scheduled RAB meeting commenced at 5:15 PM and lasted until approximately 6:30 PM. The following minutes are a result of notes taken during the meeting.

### Old Business

Mr .Bennett started the meeting by reviewing the minutes of the last meeting. All present at the last meeting agreed that they are a true reflection of what was discussed. Those not present at that meeting were provided with minutes of the last meeting to bring them up to date.

### New Business

1. As requested at the last meeting a job description of the new position to be created in the plan of a Tenant Service Coordinator was presented to all attendees. Ms. Calloway questioned the title name and the qualifications of the position. Mr. Brown indicated that this would be a part time position to supplement the position of the Social Services coordinator as the case loads of the Authority's tenant base is far too much for one person to handle. Re also indicated that the required candidate will be licensed and ready to move right in to the position. It was agreed that the job description would be revisited, modified as needed and represented at the next meeting. It appeared that this would be acceptable to the writer.
2. Ms. Calloway questioned would it be more beneficial to have more security than another social worker. Mr. Bennett indicated again that even though the present Social Worker is doing a yeoman's job it can not be done by one person due to the case load. In addition he explained that the Capital Fund can not fund salaries for security staff. This is specifically not allowed. Only hard construction cost for improvements and equipment related to security are allowed.
3. Ms. Williams was thanked for her input at the last meeting even though not present. She will respond to our reply for her items to be considered.
4. A copy of Ms. Williams list of considerations was given to Ms's Emmanuel and Berry as they were not present at the last meeting when it was distributed. The purpose was to indicate to them the type of considerations that they should develop through input for their fellow tenants. Mr. Bennett requested that Ms. Calloway pass this information on to Mr. Donald Jones personally for his input. Mr. Bennett will also follow up with him.
5. There was a discussion between Ms. Calloway and Mr. Bennett as to the protocol of the RAB in that she believes that the RAE committee is the driving force to set the parameters of the annual plan and five year plan and not have a plan pushed on them. Mr .Bennett indicated that we, that being staff, prepared a draft as a starting point. The purpose of the meetings that have taken place so far are to refine the draft taking into the RAB input for consideration. Just a note we have to date only one property of five reporting their needs.
6. The RAE tenants present adjourned to the communitY room for a separate meeting.

Should there be any changes to these minutes be required please indicate to the writer as soon as possible.

I thank you all for a productive meeting.

The next meeting of the RAB board is scheduled for November 21, 2002 at 5 ;00 PM at 624 Nye A ve. to receive your input so as to allow us time to prepare a final draft for the presentation at the scheduled public hearing on December 4,002. Should this be a problem please let me know.

William J. Bennett

MEMO

DATE: November 7, 2002

TO: Ms. Calloway Ms. Pace  
Ms. Williams Ms. Barry  
Ms. Emmanuel Mr. Jones Ms. Curry Ms. Clark

FROM: David A. Brown  
Executive Director

REF: Minutes of Meeting

I am in receipt of the minutes of the meeting of the RAB committee held in the conference room of the Administrative offices on November 6, 2002. My comments are as follows:

1. From the minutes it appears that it was a productive one and advancements in the planning of the future years of the Authority is proceeding.
2. One item of concern is that indicated in item 5 of the New Business section of the minutes referring to the protocol of the RAB committee. I have attached guide lines that indicate this protocol for both the requirements of the RAB committee and that of the Authority. The Authority is following these guide lines.

As indicated in the minutes there is one more meeting scheduled for November 21, 2002 at 624 Nye Ave. at 5:00 PM to receive input from the various properties. The receipt of the RAB list of requirements for consideration must be delivered at this meeting for staff to estimate the costs, determine the merits of the requests and to consider and prioritize them for inclusion into the plan prior to preparing a rmaldraft pl~n for presentation at the required public hearing which has been publicly advertised and scheduled for December 4, 2002 in the community room of 624 Nye Ave. at 4:00 PM.

I thank you for your input and continued efforts to this important planning process of the Irvington Housing Authority .

Sincerely,

David A. Brown  
Executive Director

cc. Board of Commissioners

William Bennett File

November 22 2002

Mrs. Anna Emmanuel

Re: RAB Meeting  
November 21, 2002

Dear Mrs. Emmanuel,

At the above indicated RAB meeting you submitted a list of 5 items which you and your fellow tenant's wish to be for consideration for inclusion into the Annual and five Year plan of the Irvington Housing Authority .

I thank you for your in-put and wish report on your requests as follow:

1. Better Plumbing So Community Room Does Not Flood: As you are we are also concerned with this flooding of the community room and the Section 8 Office also located on the ground floor of your building. We are looking in to the root cause of this problem~ be that city or housing authority. This item is included in the Authority plans in Year 2006, Public Area Finishes. We can not proceed with this work item with out solving the flooding.
2. Better Screening of People Moving In: The Housing Department is at present looking into expanding the services of third party consultants for this most important process. Though not a direct Capital Fund Item it is now is undertaken by the Authority .
3. Vent Off Stove of Community Room Kitchen: This maintenance issue and we will address it with them.
4. Cameras In Hallways: This has been included for consideration in the plans of Years 2003 and 2004.
5. New Ceilings In Laundry and Rest Rooms: This is a public area upgrade item and is included in the Authority Plans in Year 2006, Public Area Finishes.

The above is our response to your requests of items to be considered in the five year plan of the Irvington Housing Authority.

As you can see we have addressed them all, many of which have been already included in the plans.

Should you have any questions or concerns please call me at 973-375-2121, Ex 104. I will be happy to discuss them with you.

William J. Bennett

Capital Coordinator

cc. All RAB Committee Members

Board of Commissioners  
David A. Brown, Executive Director