

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 2000 - 2004  
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:** HOUSING AUTHORITY OF GLOUCESTER COUNTY

**PHA Number:** NJ 204

**PHA Fiscal Year Beginning:** 01/2003

**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 2000 - 2004**

[24 CFR Part 903.5]

**A. Mission**

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

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

The mission of the Housing Authority of Gloucester County is to provide quality affordable housing opportunities to those not served adequately by private/unsubsidized organizations in Gloucester County.

**PHILOSOPHY OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

Housing for the elderly will generally be provided in concentrated multifamily settings to allow economies of scale in the operation of the development and provision of services. Housing for families, particularly those with children, will generally be provided on a non-concentrated basis and shall, to the maximum extent possible, remain invisible in the community in which it is located. Housing for the disabled will, to maximum extent possible, meet the needs of the individual's particular disability.

**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)**

**See following pages.**

**FIVE-YEAR GOALS  
AS ESTABLISHED FOR 2000 AGENCY PLAN  
AND AMENDED FOR 2003**

**Goal One:** Manage the Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.

**Objectives:**

1. HUD shall recognize the Housing Authority as a standard performer by December 31, 2002.
2. HUD shall recognize the Housing Authority as a high performer by December 31, 2004.
3. The Intake Department shall provide sufficient files to the Property Manager to fill the number of vacancies expected over a sixty-day period on average by December 31, 2000.
4. The Authority shall develop one new marketing tool for Carino Park Apts. By December 31, 2001.

**Goal Two:** Manage the Housing Authority's Section 8 Existing Housing Program in an efficient and effective manner thereby qualifying as at least a standard performer.

**Objectives:**

1. HUD shall recognize the Housing Authority as a standard performing agency by December 31, 2002.
2. HUD shall recognize the Housing Authority as a high performing agency by December 31, 2004.
3. The Housing Authority shall achieve and sustain a utilization rate of 97% by December 31, 2004, in its tenant-based program.
4. The Housing Authority shall establish a system to monitor concentration of units by December 31, 2000, and consider actions, such as increases in the payment standard, needed to provide housing opportunities outside areas of low income concentration.

**Goal Three:** Increase the number of affordable housing opportunities available to low-income residents of Gloucester County.

**Objectives:**

1. Implement a new housing program benefiting low-income families with children by December 31, 2000.
2. Implement a new housing program benefiting the disabled by December 31, 2002.

3. Implement a new housing program benefiting the elderly by December 31, 2004.

**Goal Four:** Improve the quality of life for residents of housing assisted by the Housing Authority.

**Objectives:**

1. Implement a recreational/educational program for youth by December 31, 2000 and two programs by December 31, 2002.
2. Implement a system for regular communication between Commissioners, residents and staff by December 31, 2000.
3. Implement a cooperative relationship with an organization in the County providing self sufficiency services to Housing Authority assisted families by December 31, 2000; a second cooperative relationship by December 31, 2003.
4. Implement a system to facilitate recreational/educational/social opportunities for elderly and disabled residents by December 31, 2000.

**FIVE-YEAR GOALS  
AS ESTABLISHED FOR 2000 AGENCY PLAN  
STATEMENT OF PROGRESS AS OF AUGUST 2002**

**Goal One:** Manage the Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.

**Objectives:**

1. HUD shall recognize the Housing Authority as a standard performer by December 31, 2000. **STATUS** – HAGC received an advisory score of 91.3 out of 100 for Fiscal Year 1999. This qualifies for high-performer status but is advisory. To date, the Authority has not received the PHAS score for the fiscal year ended 12/31/01.
2. HUD shall recognize the Housing Authority as a high performer by December 31, 2004. **STATUS** – See 1. above.
3. The Intake Department shall provide sufficient files to Property Management to fill the number of vacancies expected over a sixty-day period on average by December 31, 2000. **STATUS** - HAGC averages 5 to 7 vacancies per month in properties managed. The Intake Department has furnished 175 applicants to Property Management in fiscal year 2000. For fiscal year 2001, 153 applicants were furnished to Property Management. The objective was met in 2000 and also in 2001. However, periodic problems still occur with filling vacancies at Carino Park.
4. The Authority shall develop one new marketing tool for Carino Park Apts. by December 31, 2001. **STATUS** – The Authority has requested that applicants of the Public Housing Program express an interest in the community in which they would prefer to live. Offers of available units located in the communities are made first to those approved applicants who expressed a preference to reside in that community. The Authority is in the first phase of constructing a passive recreation area using Capital Funds at Carino Park Apts.

The Resident Relations Coordinator is working with Carino Park residents to develop recreational, social, and educational activities.

Outreach to applicants in surrounding communities and those in need of housing continues by contacting various social workers and agencies that provide emergency assistance. This outreach is also directed to hospitals, physicians, senior centers and The Gloucester County Office for the Disabled.

**Goal Two:** Manage the Housing Authority's Section 8 Existing Housing Program in an efficient and effective manner thereby qualifying as at least a standard performer.

**Objectives:**

1. HUD shall recognize the Housing Authority as a standard performing agency by December 31, 2002. **STATUS** - HUD announced on July 12, 2000 that Section 8 agencies would be rated in accordance with the SEMAP criteria beginning with those agencies with a fiscal year ending June 30, 2000. For the SEMAP report submitted for fiscal year ended December 31, 2000, HUD issued a score of 135 out of a possible 135 points. This qualifies HAGC as a High Performer. To date, HUD has not issued a score for the SEMAP submission for the year ended 12/31/01.
2. HUD shall recognize the Housing Authority as a high performing agency by December 31, 2004. **STATUS** – see above.
3. The Housing Authority will achieve an issue rate of 3 to 1 over the average turnover rate by December 31, 2000. **STATUS** – For the fiscal year ended December 31, 2000, the issue rate was 2.1 to 1. The Authority was awarded an additional 34 vouchers towards the end of the year. Prior to the additional 34 vouchers, the issue rate was 2.8 to 1. The issue rate for 2001 was 2.8 to 1. HAGC temporarily stopped issuing in 2001 due to 100% utilization. HAGC was also awarded an additional 100 HCV's in 2001. As of 6/02 the 100 new HCV's have been issued. **RECOMMENDATION** - It is recommended to delete this objective. This objective was initially considered a means to achieve 97% utilization rate; however it is no longer a factor. See the current status of Objective 4 below.
4. Housing Authority shall achieve and sustain a utilization rate of 97% by December 31, 2004, in its tenant-based program. **STATUS** – The year to date utilization rate, as of 6/02, HAGC was 95.84%. For the month of 6/02 the utilization rate was 99.39%. These percentages include the 100 HCV's awarded in 9/01.

**Goal Three:** Increase the number of affordable housing opportunities available to low-income residents of Gloucester County.

**Objectives:**

1. Implement a new housing program benefiting low-income families with children by December 31, 2000. **STATUS** – The Authority Board of Commissioners approved a homeownership plan in May 1999. HAGC sold two homes as of 9/01. One home was sold to an FSS participant. In April 2002 the Board of Commissioners passed a Resolution which permits the Authority to exercise the Section 8 Homeownership option for up to 25 HCV's.

2. Implement a new housing program benefiting the disabled by December 31, 2002. **STATUS** – During fiscal year ending December 31, 2000, the Authority applied for and HUD awarded 34 additional vouchers under the FY 2000 NOFA. Five of the 34 vouchers are designated for disabled families and one is designated for disabled families covered by the Medicaid Waiver Program. In fiscal year ending December 31, 2001, the Authority applied for and HUD awarded an additional 100 vouchers under FY 2001 NOFA. Fifteen of these vouchers are designated for disabled families and three are designated for disabled families covered under the Medicaid Waiver Program.
3. Implement a new housing program benefiting the elderly by December 31, 2004. **STATUS** – HAGC has agreed to enter into a contract as the managing agent of a seniors' building that is still in the development phase. HAGC assisted the faith based coalition sponsor, of the proposed development, in preparing the Section 202 application for funding. HUD has awarded \$7,166,100 to the faith based coalition in response to the application.

In April 2002 the Board of Commissioners passed a Resolution that permits the Authority to Project-Base up to 150 HCV's.

**Goal Four:** Improve the quality of life for residents of housing assisted by the Housing Authority

**Objectives:**

1. Implement a recreational program for youth by December 31, 2000, and two programs by December 31, 2002. **STATUS** – HAGC provides financial support to the National Youth Sports Program operated by the Gloucester County College as well as outreach to youth living in housing assisted by HAGC in the years 2000, 2001, and 2002. Additionally, the Authority mailed letters from the Director of the Gloucester County Workforce Investment Board to eligible HAGC participants inviting family members who are 16 – 21 years of age to participate in "Community Youth Mapping" in 2001 and 2002.
2. Implement a system for regular communication between the Commissioners, residents and staff by December 31, 2000. **STATUS** – The Chairman of the Board of Commissioners appointed a Resident Relations Committee in 2000. The Chair is a resident of Colonial Park Apartments. The Committee Chair has met with resident leaders and reports to the full Board each month. The Housing Authority formed a Resident Advisory Board in 1999, 2000, 2001, and 2002 to provide resident guidance on the development and update of the Agency and Annual Plans.
3. Implement a cooperative relationship with an organization in the County providing self sufficiency services to the Housing Authority assisted families by December 31, 2000; a second cooperative relationship by December 31, 2003. **STATUS** - The Housing Authority committed 30 vouchers to the Gloucester County Board of Social Services to support their Work First New Jersey program in March 1999. As of December 31, 2000, 30 WFNJ vouchers were leased. The Authority designated an additional 50 vouchers for the homeless on January 31, 2001. As of June 30, 2001, all 50 vouchers were utilized. Also, see Objective 1.
4. Implement a system to facilitate recreation/educational/social opportunities for elderly and disabled residents by December 31, 2000. **STATUS** –The Housing Authority formally recognized resident organizations at its two public housing elderly high-rises. The two organizations submitted budgets for funding various activities. Funds were committed. The residents have organized several activities such as chair volleyball, shuffleboard, cards, educational seminars, socials, and trips to the shore. The Resident Relations

Coordinator is actively working with the formally recognized and other groups to promote a variety of such activities.

# 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.

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

The Public Housing and Section 8 Programs operated by the Housing Authority are needed in Gloucester County. The community views them as an asset, in general. HUD considers the Housing Authority a High Performing Agency in the administration of its public housing program. The Section 8 Program also rated well under the HUD criteria. The Housing Authority intends to continue to operate its programs effectively and efficiently. The Housing Authority will pursue additional affordable housing for the County when appropriate opportunities are available. The Housing Authority will strive to make opportunities available to participants in its programs to enhance their quality of life.

## **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration – PLEASE REFER TO COMMENT IN QUESTION 3. A. (6) REGARDING DECON. & INCOME MIXING ON PAGE 20
- FY 2003 Capital Fund Program Annual Statement - ESTIMATE
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
  
- X PET POLICY
- X RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD – SEE PAGE 52
- X MEMBERSHIP OF THE RESIDENT ADVISORY BOARD
- X STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN MISSIONS AND GOALS IS INCLUDED WITHIN THE BODY OF THE 5-YEAR PLAN

- X ANNUAL STATEMENT/PERFORMANCE & EVALUATION REPORTS FOR 2000 & 2001 GRANT YEARS
- X REQUIRED VOLUNTARY CONVERSION INITIAL ASSESSMENT

Optional Attachments:

- PHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan - ESTIMATE
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) THE RESIDENT ADVISORY BOARD COMMENTS ARE INCLUDED IN THE PHA PLAN TEXT.

Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X SEE * BELOW	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) <b>1. ONE STRIKE &amp; YOU'RE OUT POLICY</b> <b>2. EQUAL HOUSING OPPORTUNITY PLAN</b> <b>3. EMERGENCY RESPONSE/DISASTER POLICY</b> <b>4. STATEMENT CONCERNING DECONCENTRATION OF POVERTY IN PH UNITS OPERATED BY THE HAGC</b> <b>5. RELOCATION POLICY</b> <b>6. DATA RECOVERY PLAN</b> <b>7. INVESTMENT POLICY</b> <b>8. CHECK SIGNING POLICY</b> <b>9. DISPOSITION POLICY</b> <b>10. PROCUREMENT POLICY</b> <b>11. PERSONNEL &amp; TRAVEL POLICY</b> <b>12. DRUG FREE WORKPLACE POLICY</b>	(specify as needed)
*	POLICY REGARDING THE ERADICATION OF PEST INFESTATION IS NOT DONE – THE AUTHORITY IS WAITING FOR RULES/REGULATIONS TO BE PUBLISHED	

# 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	2703	5	5	5	N/A	2	N/A
Income >30% but <=50% of AMI	1919	5	5	5	N/A	2	N/A
Income >50% but <80% of AMI	1656	3	4	3	N/A	2	N/A
Elderly	1766	4	2	4	N/A	1	N/A
Families with Disabilities	4691	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity BLACK	1192	5	5	5	N/A	N/A	N/A
Race/Ethnicity HISPANIC	137	5	5	5	N/A	N/A	N/A
Race/Ethnicity OTHER	44	5	5	5	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: 2000-2005
- 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.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	3430	100%	290
Extremely low income <=30% AMI	2667	78%	
Very low income (>30% but <=50% AMI)	674	20%	
Low income (>50% but <80% AMI)	85	2%	
Families with children	2146	63%	
Elderly families	223	7%	
Families with Disabilities	824	24%	
Race/ethnicity WHITE	1583	46%	
Race/ethnicity BLACK	1806	53%	
Race/ethnicity AMER IND	29	1%	

<b>Housing Needs of Families on the Waiting List</b>			
Race/ethnicity ASIAN	11	1%	
Race/ethnicity HISPANIC	250	7%	
Race/ethnicity OTHER	1	--	

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2070	100%	38
Extremely low income <=30% AMI	1607	78%	
Very low income (>30% but <=50% AMI)	376	18%	
Low income (>50% but <80% AMI)	81	4%	
Families with children	1441	70%	
Elderly families	88	4%	
Families with Disabilities	555	27%	
Race/ethnicity WHITE	971	47%	
Race/ethnicity BLACK	1073	52%	
Race/ethnicity AMER IND	16	1%	
Race/ethnicity ASIAN	10	1%	

Housing Needs of Families on the Waiting List			
Race/ethnicity HISPANIC	148	7%	
1BR	465	22%	
2 BR	1239	60%	
3 BR	339	16%	
4 BR	27	1%	
5 BR	0	0%	
5+ BR	N/A		
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input 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)
  1. Participate in the Section 8 Project Based HCV Program to increase the number of affordable housing units available.
  2. Participate in the Section 8 Homeownership Program to increase the number of affordable housing units available.

**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)
  1. Participate in the Section 8 Project Based HCV Program to increase the number of affordable housing units available.
  2. Participate in the Section 8 Homeownership Program to increase the number of affordable housing units available.

**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	789,000.00	
b) Public Housing Capital Fund	545,000.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	11,750,000.00	
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>		
PR YR COMP GRANT	696,077.66	PH CAPITAL IMPROVEMENTS
<b>3. Public Housing Dwelling Rental Income</b>		
	669,552.00	PH MAINTENANCE & MANAGEMENT
<b>4. Other income (list below)</b>		
PH INVESTMENT INCOME	26,000.00	PH MANAGEMENT
PH ENTREPRENEURIAL ACTIVITIES	23,000.00	PH MANAGEMENT
S8 INVESTMENT INCOME	14,000.00	S8 ADMINISTRATION
S8 ADMINISTRATIVE SERVICES	4,400.00	S8 ADMINISTRATION

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
<b>Total resources</b>	14,517,029.66	

WE SPECIFICALLY RESERVE THE RIGHT TO CHANGE THIS FINANCIAL RESOURCES STATEMENT BASED ON INFORMATION OBTAINED AFTER SUBMISSION OF THIS DOCUMENT (SUCH AS THE ACTUAL LEVEL OF OPERATING SUBSIDY). THE ABOVE FIGURES ARE ESTIMATES ONLY OF ANTICIPATED RESOURCES AVAILABLE. FUNDING MAY CHANGE BASED ON REGULATORY CHANGES TO FUNDING FORMULAS, INTERST RATES, AND OTHER VARIABLES BEYOND OUR CONTROL.

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

- When families are within a certain number of being offered a unit: (state number) FOR PROJECT 204-1 ONLY – APPROXIMATELY 5 APPLICANTS
- When families are within a certain time of being offered a unit: (state time) FOR PROJECTS 204-3 AND 204-4 ONLY – APPOXIMATELY 3 MONTHS
- Other: (describe)

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe) CREDIT/CRIMINAL/LANDLORD-TENANT REPORTS FROM COMMERCIAL SOURCES

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) **THE AUTHORITY SHALL MAINTAIN ONE WAITING LIST FOR EACH BEDROOM SIZE, BASED ON THE DATE/TIME OF REGISTRATION, HOWEVER, ONCE DETERMINED ELIGIBLE, THE PROSPECTIVE TENANTS WILL BE ASSIGNED UNITS BASED ON THE FOLLOWING EXCERPT FROM THE PH ADMISSIONS & CONTINUED OCCUPANCY POLICY.**

**ASSIGNMENT POLICIES**

1. **It is the intention of this Assignment Policy to maximize the use of Public Housing Units and to reduce vacancy loss.**
2. **Once the applicants have been determined eligible by the Intake Department, the Intake Supervisor, or her designee, shall forward the files to the AHO Department. The AHO Department shall make offers to eligible applicants generally in the order the files were received by the AHO Department. The date and time of application function as a tiebreaker for all files received on the same day.**

**The AHO Department may temporarily skip over applicants received from the Intake Department for the following reasons:**

1. **To satisfy income targeting requirements, as specified in Section 6. below;**
2. **Not to exceed 15% or 25% of low-income admissions as specified in Section 6. below;**
3. **To fill a unit modified for a particular impairment with an approved applicant needing the particular features of the unit;**
4. **To comply with the Authority's designation plan as specified in Exhibit 4; or**
5. **For an applicant who has not completed the screening process or whose file is not current.**

**The applicants that were temporarily skipped will be offered an available unit as soon as the particular requirement has been fulfilled.**

**The AHO Department is responsible for monitoring the Income Targeting and other income requirements as specified in Section 6."**

3. Prospective tenants will be assigned to dwelling units in accordance with the following assignment policy to assure equal opportunity and nondiscrimination on the grounds of race, color, sex, national origin and to avoid segregation.

- a) If there is a suitable vacant unit in more than one location, the applicant shall be offered the unit at the location which contains the largest number of vacancies. If the applicant rejects the first vacancy offered he/she shall be offered a suitable unit at the location containing the next highest number of vacancies. If the applicant rejects two offers, he/she shall be placed at the bottom of the waiting.

The Authority shall make all such offers in sequence and there must be a rejection of a prior offer before the applicant may be offered the second location.

“Bottom of the waiting list” means that the applicant will be assigned a new date/time, that is the date/time on which the applicant rejected the second offer.

“Location” shall refer to one of the four municipalities in which the Public Housing units are located (i.e. Deptford Township, Monroe Township, Washington Township, and West Deptford Township are each considered a location).

- b) If there is only one location at which a suitable a vacancy exists, the applicant shall be offered a unit at that location and if he/she rejects such offer, he/she shall be given a second offer of a suitable vacancy as soon as one becomes available. If he/she rejects the second offer he/she shall be moved to the bottom of the waiting list.
- c) If the applicant is willing to accept the unit offered, but is unable to move at the time of the offer, and presents clear evidence of the inability to move to the Authority’s satisfaction, refusal of the offer shall not count as one of the number of allowable refusals permitted the applicant before placing his/her name at the bottom of the waiting list.
- d) If an applicant presents to the satisfaction of the Authority clear evidence that the acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap that is not related to considerations of race, color, or national origin; but is related to items such as inaccessibility to source of employment, children’s day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before placing his/her name at the bottom of the waiting list.

2. Prospective tenants will also be assigned to dwelling units in accordance with Exhibit 4, “Plan for Designating Deptford Park Apartments (NJ 204-4) for Occupancy by Elderly Households Exclusively and Carino Park Apartments (NJ204-3) for Occupancy by Elderly and Near Elderly Households Exclusively HUD Notice PIH 97-12, 1997 Through 2002.”

3. The above assignment provisions will be followed, however, applicants will be offered units within desired municipalities. Applicants will be requested to indicate any municipalities in which they prefer to live on their application form or in writing to the Authority. When units are available, the Affordable Housing Operations staff will first determine the municipality where the vacancy exists, they will then review their pool of eligible applicants for those applicants who expressed a desire to live in that community. Those who expressed such an interest will be offered the unit first, in the order of date/time stamp on the applications.

If there are no applicants who expressed a desire to live in the municipality where the vacancy exists or if none of the applicants who did express a desire to live in the municipality where the vacancy exists accepts the offer, then the Affordable Housing Operations staff will make such offers to the remaining pool of eligible applicants, in the order of date/time stamp on the application.

Refusal of the offer will only count as a rejection for those eligible applicants who expressed an interest to live in the specific municipality where the vacancy exists.

4. The Authority shall maintain a record of the vacancies offered, including location, date, and circumstances of each offer and each rejection or acceptance.

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

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

1. BY MAIL
2. REMOTE SITES OWNED/MANAGED BY THE AUTHORITY:
  - (1) CARINO PARK APTS.  
100 CHESTNUT STREET  
WILLIAMSTOWN, NJ
  - (2) COLONIAL PARK APTS.  
401 S. EVERGREEN AVENUE  
WOODBURY, NJ
  - (3) INTERNET

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? FOR PUBLIC HOUSING

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) THE AUTHORITY WILL TRANSFER FAMILIES TO UNITS WHICH CONTAIN SPECIAL FEATURES NEEDED BY THE FAMILY'S VERIFIED PHYSICAL DISABILITY

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” than once, etc.

## 2 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
- 1 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)
- 2 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) HOUSE RULES

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? WE ONLY HAVE 1 FAMILY DEVELOPMENT, WHICH IS COMPRISED OF 62 SCATTERED SITES, LOCATED IN VARIOUS MIDDLE INCOME NEIGHBORHOODS.

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  
PLEASE REFER TO COMMENT IN (6) a.

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

PLEASE REFER TO THE COMMENT IN (6) a.

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) ONLY UPON THE REQUEST OF THE OWNER, THE AUTHORITY WILL PROVIDE THE OWNERS WITH THE FAMILY'S CURRENT ADDRESS, CURRENT LANDLORD, AND PRIOR LANDLORD.

### **(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)

1. BY MAIL

2. REMOTE SITES OWNED/MANAGED BY THE AUTHORITY:

CARINO PARK APTS.  
100 CHESTNUT STREET  
WILLIAMSTOWN, NJ

COLONIAL PARK APTS.  
401 S. EVERGREEN AVENUE  
WOODBURY, NJ

3. INTERNET

**(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:

UPON THE WRITTEN REQUEST OF THE FAMILY, THE AUTHORITY WILL GRANT AN ADDITIONAL 60 DAYS FOR THE FAMILY TO SEARCH FOR A UNIT.

**(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.

2 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

- 1 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)
- 2 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)
- THE AUTHORITY ANNOUNCES THE AVAILABILITY OF SPECIAL PURPOSE SECTION 8 PROGRAMS TO THE PUBLIC THROUGH WRITTEN COMMITMENTS WITH THE LOCAL SERVICE PROVIDERS AND DIRECT COUNSELING TO THE APPLICANTS WHO FIT THE SPECIAL PURPOSE CATEGORIES.

## **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) **FAMILIES MUST REPORT TO THE AUTHORITY, IN WRITING, ALL CHANGES IN FAMILY COMPOSITION AND WHEN THEIR ANTICIPATED ANNUAL INCOME IS BELIEVED TO HAVE DECREASED. (THE AUTHORITY REQUIRES ALL CHANGES TO BE REPORTED, HOWEVER, ONLY DECREASES RESULT IN A CHANGE IN RENT.)**

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) **THE EXECUTIVE DIRECTOR MONITORS THE ADEQUACY OF THE PAYMENT STANDARD ON AN ONGOING BASIS (USUALLY MONTHLY).**

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)  
DECONCENTRATION STATISTICS

## **(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.
- 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	262	38*
Section 8 Vouchers	1407	224*
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	26	4

Special Purpose Section 8 Certificates/Vouchers (list individually)		
1. WFNJ Participants, Community Mental Health, & Families in transitional housing programs	100	16*
2. Families receiving emergency rental assistance & Imminently homeless families	75	12*
3. WJNJ & Community Mental Health	34	5*
4. Volunteers of America & Families receiving emergency rental assistance	25	4*
5. Disabled non-elderly families		
6. Disabled Families	130	21*
7. Disabled Families covered under the Medicaid Waiver Program	20 4	3* 1*
		*ESTIMATE
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)

- a) PUBLIC HOUSING ADMISSIONS & CONTINUED OCCUPANCY POLICY
- b) EQUAL HOUSING OPPORTUNITY PLAN
- c) ONE STRIKE & YOU'RE OUT POLICY
- d) STATEMENT CONCERNING DECONCENTRATION OF POVERTY IN PH UNITS OPERATED BY THE HAGC
- e) EMERGENCY RESPONSE/DISASTER POLICY
- f) DATA RECOVERY PLAN
- g) INVESTMENT POLICY
- h) CHECK SIGNING POLICY
- i) DISPOSITION POLICY
- j) PROCUREMENT POLICY
- k) GRIEVANCE PROCEDURES POLICY
- l) PET POLICY
- m) HAGC MAINTENANCE POLICY (DOES NOT INCLUDE THE ERADICATION OF PEST INFESTATION BECAUSE HUD HAS NOT PUBLISHED REGULATIONS AS OF THE SUBMISSION OF THIS DOCUMENT)

(2) Section 8 Management: (list below)

- a) SECTION 8 ADMINISTRATIVE PLAN
- b) EQUAL HOUSING OPPORTUNITY PLAN
- c) ONE STRIKE & YOU'RE OUT POLICY
- d) DATA RECOVERY PLAN
- e) INVESTMENT POLICY
- f) CHECK SIGNING POLICY
- g) DISPOSITION POLICY
- h) PROCUREMENT POLICY
- i) GRIEVANCE PROCEDURES POLICY

## **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:

**THE GRIEVANCE PROCEDURES POLICY AND ONE STRIKE & YOU'RE OUT POLICY ARE ON DISPLAY AT THE AUTHORITY AND WERE SUBMITTED WITH THE 2000 ANNUAL PLAN**

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:

**THE GRIEVANCE PROCEDURES POLICY AND ONE STRIKE & YOU'RE OUT POLICY ARE ON DISPLAY AT THE AUTHORITY AND WERE SUBMITTED WITH THE 2000 ANNUAL PLAN**

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-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.)

THE CURRENT DESIGNATION PLAN IN EFFECT UNTIL APRIL 2003. THE AUTHORITY SUBMITTED A REQUEST TO HUD IN JULY 2002 TO CONTINUE THE DESIGNATION PLAN FOR AN ADDITIONAL 5 YEARS.

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:

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

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

[24 CFR Part 903.79 (j)]

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

### **A. 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:

<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any

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

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

Section 8 Housing Choice Voucher Homeownership Option

1. Family Eligibility

- a. The family must be a current participant or newly admitted participant into the HCV Program.
- b. The family must be a first-time homebuyer. A first-time homebuyer, for the purpose of this Program, means the family must not have a member who has had a present homeownership interest in a residence in the last 3 years. However, a single or displaced homemaker who, while married, owned a home with a spouse or resided in a home owned by the spouse may be eligible.
- c. The family must have a down payment of at least 3% of the purchase price of the home. At least 1% of the purchase price must come from the family's personal resources.
- d. The family must obtain financing that is provided, insured, or guaranteed by the state or Federal government; Comply with secondary mortgage market underwriting requirements; or Comply with generally accepted private sector underwriting standards.
- e. The family must meet the other requirements as described below.

2. Minimum Income Requirement

- a. Upon commencement of homeownership assistance, the gross annual income of the adult family members who will own the home must be no less than the federal minimum wage multiplied by 2000 hours.
- b. Except for elderly or disabled families, welfare assistance is not considered when determining that a family meets the minimum income criteria.

3. Employment Requirement

- a. One or more adult family members must be currently employed on a full-time basis (not less than 30 hours per week) and continuously employed full-time for the past year.
  - b. The Authority will consider an exemption to the employment requirement for an elderly or disabled family if needed as a reasonable accommodation.
4. Other Requirements
- a. The Authority will not approve assistance if any member has previously defaulted on a mortgage under the Section 8 HCV homeownership option.
  - b. The Authority shall provide a preference to families participating in the FSS Program, however, shall not limit the participation to such families.
  - c. The Authority shall require all eligible families satisfactorily complete budget and credit counseling. Additionally, eligible families must repair their credit where determined necessary by the Authority, before participating in the homeownership option. The family must be able to qualify for a mortgage.
  - d. Eligible families must attend and satisfactorily complete pre-assistance homeownership counseling.
5. Finding a Home
- a. The Authority shall require the family to provide monthly reports on the family's progress.
  - b. The Authority shall allow the family one year to search for a suitable home. If the family has not located a suitable home within a year the Authority will issue a voucher to the family.
6. Eligible Units
- a. All units must pass a Housing Quality Standards (HQS) Inspection prior to commencement of homeownership assistance. Additionally, they will be subject to annual HQS Inspections during the course of the homeownership assistance.
  - b. In order to assess the adequacy and life span of major systems, appliances, and other structural components and identify potential problems, an independent professional inspector selected and paid for by the family must perform an inspection of the unit. The Executive Director, or his designee, shall establish qualification standards for independent inspectors. The Authority has the discretion to disapprove the unit based on information in the inspection report. The independent inspection must not be performed by an employee of the Authority or any other person under the control of the Authority.
  - c. Units under construction or existing at the time the Authority determines the family eligible for homeownership assistance may be eligible.
  - d. The Authority shall disapprove a unit if it has been notified that the seller is debarred, suspended or subject to a limited denial of participation under CFR Part 24.
7. Contract of Sale
- a. The family must provide the Authority with a copy of the contract of sale.
  - b. The contract of sale must:
    - 1. Specify the price and terms of sale.
    - 2. Provide for the prepurchase inspection arranged by the purchaser.
    - 3. Provide the purchaser is not obligated to purchase the unit unless the inspection is satisfactory.
    - 4. Provide that the purchaser is not obligated to pay for any necessary repairs.

5. Certify that the seller is not debarred, suspended, or subject to a limited denial of participation.
8. Financing
    - a. Funds from the Section 8 HCV Program may not be used to assist with financing costs, including down payments and closing costs.
    - b. The family is responsible for obtaining financing. The Authority will develop partnerships with lenders and provide guidance to the family, but will not require a specific lender.
    - c. The Authority shall prohibit the following types of financing.
      1. Seller financing;
      2. Balloon payment mortgages.
  9. Homeownership Assistance Payments
    - a. The Authority shall make monthly payments directly to the lender.
    - b. For the purposes of determining homeownership assistance payments, the Authority shall consider the following as homeownership expenses.
      1. Monthly mortgage (principal plus interest);
      2. Monthly real estate taxes (annual amount divided by 12 months);
      3. Monthly utilities (based on the Authority's Utility Allowance Worksheet).  
Monthly water & sewer. (Utilities shall not include telephone or cable expenses.)
      4. Monthly homeowners insurance (annual premium divided by 12 months).
      5. Cooperative or condominium fees that are not elective (for example a pool membership is not included).
    - c. The affordability limitation of 40% of adjusted monthly income does not apply to homeownership families.
  10. Continued Assistance
    - a. In order to remain eligible for continued assistance, the family must do the following.
      1. Occupy the home as the family's sole residence;
      2. Comply with mortgage terms;
      3. Report changes in family composition to the Authority;
      4. Comply with the family obligations of the HCV Program;
      5. Supply information as required by the Authority concerning refinancing or payment of debt; sale or transfer of any interest in the home; or homeownership expenses;
      6. Notify the Authority before moving out of the home and of any mortgage default;
      7. Comply with any additional Authority requirements, such as ongoing counseling and HQS Inspections; and
      8. Execute a written statement that the family agrees to comply with all family obligations for homeownership assistance.
    - b. In order to remain eligible for continued assistance, the must not do the following.
      1. Sublet or lease the home;
      2. Acquire ownership interest in a second residence or any other residential property.
  11. Move with Continued Assistance

- a. The family may move with continued assistance provided (homeownership or rental) provided they are in good standing. The Authority will not commence continued assistance of a new unit if any family member owns title or any other interest in the prior home.
  - b. The Authority shall only approve one move during any one-year period.
  - c. For continuation of assistance in a new unit, the family must meet all initial eligibility requirements except for the first-time homeowner requirement. The Authority will determine on a case by case basis if additional counseling is required.
12. Portability
- a. The Authority shall follow the general rules governing portability. The receiving PHA must be administering a homeownership HCV Program and must be accepting new homeownership families.
13. Time Limits
- a. If the initial mortgage is 20 years or more, the maximum term of homeownership assistance is 15 years. In all other cases, the term shall be 10 years.
  - b. The time limits do not apply to families that qualified as elderly at the start of the homeownership assistance or to families that qualify as disabled at any time during the homeownership assistance.
  - c. Should the family cease to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date the assistance commenced. In no case shall the assistance be less than 6 months from the date of initial purchase.
  - d. Time limits shall be applied from the date of initial purchase, regardless of whether the family moves to a new unit.
14. Denial or Termination
- a. The common terms of denial or termination of the Section 8 HCV Program, which includes the homeownership option, are described in Section C. Issuing and Denying Assistance, of this document.
  - b. In the event of a mortgage default the Authority must terminate assistance and not allow the family to move with continued assistance, including rental assistance.

## **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 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? 03/24/99

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)  
SECTION 8 INTERIM POLICY  
AND PUBLIC HOUSING INTERIM POLICY

b. Economic and Social self-sufficiency programs

Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component

2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
CONGREGATE SERVICES	140	WAIT LIST	DEVELOPMENT	PH

**(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: 08/1/02)
Public Housing	10	7
Section 8	30	61

- 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
- ONE E-Z LINK**
- 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)

For **Project 204-1**, there is very little drug related and violent criminal activity due to the nature of the Project (meaning that homes are scattered throughout several communities). The Authority's homes are provided the same level of public security and protection as the surrounding neighborhoods and the communities at large.

For **Projects 204-3 and 204-4**, there is little or no drug related and violent criminal activity. In addition to the public security and protection that is provided to the community at large, the Authority also provides a Superintendent and Maintenance Staff to man the entrances to the buildings during business hours; an unarmed and uniformed Security Guard is on duty from the hours of 5:00 pm to 8:00 am, when the Superintendent and Maintenance Staff are not on duty. Additionally, each building is equipped with a security entry system. All persons entering the building must either enter a pre-programmed code into the system or be let in by a resident. All visitors are also required to sign a visitor's log book, upon entering and departing the building.

The Authority maintains basic records documenting the nature and extent of security and crime problems that occur within all three of the Public Housing Projects through "Incident Reports". These reports are made a part of the residents' files as appropriate. Incidences occurring in public spaces and common areas are generally reported to the appropriate Police Department for their action, where necessary.

These "Incident Reports" are always reviewed by the Executive Director, Affordable Housing Operations Director, and Property Manager.

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)

N/A

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

**Current Crime Prevention Activities**

The Authority is currently involved in the following crime prevention activities:

1. Tracking crime and crime-related problems and reporting incidents of criminal activity to the appropriate Police department.
2. Adopting and implementing procedures that screen out and deny admission to specific applicants. Admission is denied to applicants who:

- 1) Have a recent history of criminal activity involving crimes to persons or property and/or other criminal acts that would adversely affect the health, safety or welfare of other residents or Housing Authority staff.
  - 2) Were evicted, because of drug-related criminal activity for a minimum of a three-year period beginning on the date of such eviction, unless the applicant has successfully completed, since the eviction, a rehabilitation program approved by the Housing Authority.
  - 3) The Authority has reasonable cause to believe is illegally using a controlled substance.
  - 4) The Authority has reasonable cause to believe abuses alcohol in a way that causes behavior that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or Authority staff.
  - 5) Were convicted of manufacturing or producing methamphetamine, for life, on or near the Public Housing premises.
1. Adopting and implementing lease enforcement policies and procedures that include eviction of any resident and/or family members or other occupants of the leaseholder's household who:
    - 1) Engages in any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or Housing Authority staff.
    - 2) Engages in drug-related criminal activity, including permanently barring tenancy for residents who are convicted of manufacturing or producing methamphetamine on or near the Public Housing premises.
    - 3) Abuses alcohol in a way that causes behavior that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or Housing Authority staff.
  4. The Authority has adopted and strictly enforces the "One Strike & You're Out Policy" which is included as part of this policy by reference and inclusion in the "Agency Plan".
  5. In Projects 204-3 and 204-4, the Authority requires that all vehicles parked in the parking lot be registered with the Authority, as evidenced by a numbered decal on the vehicle.

## CURRENT SAFETY RELATED PROCEDURES

The Authority is currently engaged in the following general safety procedures:

1. The Affordable Housing Operations Department provides orientation for all three Public Housing Projects regarding fire prevention and general safety procedures.
2. The building Superintendents for Projects 204-3 and 204-4 perform monthly inspections of the fire pumps, fire extinguishers and fire alarm systems, and perform monthly fire drills
3. The building Superintendents for Projects 204-3 and 204-4 perform monthly tests of the emergency nurse call system.
4. The building Superintendents for Projects 204-3 and 204-4 perform weekly tests of the emergency generation systems.
5. The building Superintendents perform tests of the sprinkler systems annually.
6. Periodically, the Authority hosts meetings between the local fire departments and residents of Projects 204-3 and 204-4.
7. At least annually, each Public Housing unit is inspected for compliance with Uniform Physical Inspection Standards and general safety issues.

Documentation supporting the Safety and Crime Prevention policies and procedures are on file at the main office of the Authority, located at 100 Pop Moylan Blvd, Deptford.

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

PROJECT 204-3, CARINO PARK APTS. AND PROJECT 204-4, DEPTFORD PARK APTS.

### **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)

PLEASE REFER TO THE ACTIVITIES ON PAGES 43 – 47 OF THIS AGENCY PLAN.

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

N/A

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

PHAs eligible for FY 2000 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 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**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)

HAGC developments 204-3 and 204-4 are high-rise structures for the elderly and disabled. Each development has 100 one-bedroom units. They are not general occupancy developments and a conversion assessment is not required per 24 CFR 972.200(a)(4).

NJ 204-1 is 62 2, 3, and 4 bedroom scattered site single-family homes. These units were acquired through the public housing acquisition without rehabilitation program. The units were purchased in existing neighborhoods in four of the municipalities in Gloucester County. The units are indistinguishable from the other middle income homes in their neighborhoods.

The Consolidated Plan Gloucester County identifies a shortage of housing that is affordable to low income residents. This subject is also discussed in the Housing Needs section of this plan. There is some production of affordable housing in the County but it is not sufficient to satisfy the demand. The conversion of NJ 204-1 to tenant based assistance would result in a reduction of the amount of affordable housing available in Gloucester County. Therefore, one of the three necessary conditions for a voluntary conversion is not met; i.e., 24 CFR 972.200(c)(3).

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name)

Provided below:

**August 15, 2002**

**Board of Commissioners  
Housing Authority of Gloucester County  
100 Pop Moylan Blvd.  
Deptford, New Jersey 08096**

**Dear Commissioners:**

**The Resident Advisory Board received individual copies of the draft Five -Year Agency Plan for years 2000 – 2004 and Annual Plan for the Fiscal Year 2003. We reviewed the Plans and met with Housing Authority staff on August 1, August 8, and August 15, 2002.**

**Please note the following comments:**

- 1. The RAB received copies of the recently modified FSS Action Plan and One Strike & You're Out Policy. We did not make any suggestions to further amend these Policies.**
- 2. The RAB received a copy of the extension of the Designation Plan already in place. We support extending the Designation Plan through 2006.**
- 3. The RAB supports increasing the Payment Standard to provide families with the opportunity to move to areas in the County with less poverty concentrations.**
- 4. The RAB agrees that Goal 2, Objective 3, to maintain a voucher issuance rate of 3 to 1, should be deleted.**
- 5. The Authority will attempt to market the Section 8 Program to future participants and landlords through the internet.**
- 6. The Authority should pursue housing opportunities, as noted in Goal 3, Objective 2, for the non-elderly disabled, including the set-aside of Section 8 Housing Choice Vouchers.**

**It is our understanding that the above comments are already incorporated into the Five -Year and Annual Plans and that no modifications are necessary. We have no other comments or suggestions on the Agency Plan.**

**We thank you for the opportunity to participate in the process of preparing the Agency Plan and look forward to working with you in future years.**

Sincerely,

**David Triplett**  
Chairperson  
Section 8 & FSS Participant

**Heather Faulkner**  
Secretary  
Section 8 & FSS Participant

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 Housing Authority already addressed the RAB comments in the Goals & Objectives section of the 2000 – 2004 5 Year Plan.

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

Other: (list below)

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

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

**PURSUANT TO NJSA: 40A:12A ELECTION OF BOARD MEMBERS IS NOT PERMITTED IN THE STATE OF NEW JERSEY. THE BOARD OF CHOSEN FREEHOLDERS APPOINTED A RESIDENT OF A SECTION 8 NEW CONSTRUCTION PROJECT MANAGED BY THE AUTHORITY.**

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.) N/A

3. Description of Resident Election Process N/A

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

### C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

GLOUCESTER COUNTY, NEW JERSEY

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
Goal Three: Increase the number of affordable housing opportunities available to low income residents of Gloucester County.

Objective Three: Implement a new housing program benefiting the elderly by December 31, 2004.

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.

**Substantial deviations from the 5 Year Plan and significant amendments or modifications to the 5 Year Plan and Annual Plan shall be defined as discretionary changes in the plans or Authority policies that fundamentally change the mission, goals, objectives, or plans of the Authority and which require formal approval of the Board of Commissioners.**

**Attachments**

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

**PHA Plan  
Table Library**

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

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

Capital Fund Grant Number NJ39P20450103 FFY of Grant  
2003 - Approval: (07/24/2002)

- Original Annual Statement
- Revision No. 1

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	

2	1406	Operations	
3	1408	Management Improvements	35,000
4	1410	Administration	
5	1411	Audit	
6	1415	Liquidated Damages	
7	1430	Fees and Costs	75,000
8	1440	Site Acquisition	
9	1450	Site Improvement	
10	1460	Dwelling Structures	360,000
11	1465.1	Dwelling Equipment- Nonexpendable	
12	1470	Nondwelling Structures	
13	1475	Nondwelling Equipment	25,000
14	1485	Demolition	
15	1490	Replacement Reserve	
16	1492	Moving to Work Demonstration	
17	1495.1	Relocation Costs	15,000
18	1498	Mod Used for Development	
19	1502	Contingency	35,000
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>		<b>545,000</b>
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Compliance		
23	Amount of line 20 Related to Security		
24	Amount of line 20 Related to Energy Conservation Measures		

**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
HA-WIDE MANAGEMENT	Misc. Management Upgrades, Computer Software, Workstation Reconfigurations	1408	35,000

HA-WIDE MANAGEMENT	Computer Network Server and Individual Workstation Systems	1475	25,000
PROJECTS 204-1, 3, & 4	Fees & Costs	1430	75,000
PROJECT 204-1	Misc. Modernization/Renovations of 7 Scattered-Site Dwellings	1460	350,000
PROJECT 204-1	Temporary Relocation Costs	1495.1	15,000
PROJECT 204-3	Paint Apartments	1460	5,000
PROJECT 204-4	Paint Apartments	1460	5,000
PROJECTS 204-1, 3, & 4	Construction Contingency	1502	35,000
	TOTAL		545,000

**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
HA-WIDE MANAGEMENT	05/2005	05/2007
PROJECT 204-1	05/2005	05/2007
PROJECT 204-3	05/2005	05/2007
PROJECT 204-4	05/2005	05/2007

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

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

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ 204-1	SCATTERED SITES	0	0%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Modernization/Renovations of 7 Dwelling Units		350,000	2004
Modernization/Renovations of 8 Dwelling Units		400,000	2005
Modernization/Renovations of 8 Dwelling Units		400,000	2006
48 SHEDS		48,000	2007
Modernization/Renovations of 8 Dwelling Units		400,000	2007
Modernization/Renovations of 8 Dwelling Units		400,000	2008
<b>Total estimated cost over next 5 years</b>		<b>1,998,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ 204-3	CARINO PARK APTS.	0	0%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
PAINT APARTMENTS		5,000	2004
REPLACE CARPET IN APARTMENTS		180,000	2004
PAINT APARTMENTS		5,000	2005
REPLACE 1 <sup>ST</sup> FLOOR SUSPENDED CEILING		36,000	2006
RECARPET 1 <sup>ST</sup> FLOOR COMMON AREA		5,000	2006
REPLACE HVAC UNITS – COMMUNITY ROOM		55,000	2007
LANDSCAPING		125,000	2008
<b>Total estimated cost over next 5 years</b>		<b>411,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ 204-4	DEPTFORD PARK APTS.	0	0%
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
PAINT APARTMENTS		5,000	2004
REPLACE CARPETING IN APARTMENTS		180,000	2005
PARK BENCHES		3,000	2005
REPLACE ROOF		90,000	2006
EXTERIOR PASSIVE RECREATION SHELTER		40,000	2006
REPLACE HVAC COMMUNITY ROOM		40,000	2007
CAP/BLACK-TOP & RESTRIPE PARKING LOT		30,000	2008
<b>Total estimated cost over next 5 years</b>		<b>388,000</b>	

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
	<b>PHA WIDE</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>CENTRAL MAINTENANCE FACILITY</b>		<b>170,000</b>	<b>2004</b>
<b>A &amp; E SERVICES</b>		<b>75,000</b>	<b>2004</b>
<b>MISC. MANAGEMENT UPGRADES</b>		<b>180,000</b>	<b>2005</b>
<b>A &amp; E SERVICES</b>		<b>75,000</b>	<b>2005</b>
<b>MISC. MANAGEMENT UPGRADES</b>		<b>50,000</b>	<b>2006</b>
<b>A &amp; E SERVICES</b>		<b>75,000</b>	<b>2006</b>
<b>MISC. MANAGEMENT UPGRADES</b>		<b>50,000</b>	<b>2007</b>
<b>A &amp; E SERVICES</b>		<b>75,000</b>	<b>2007</b>
<b>MISC. MANAGEMENT UPGRADES</b>		<b>50,000</b>	<b>2008</b>
<b>A &amp; E SERVICES</b>		<b>75,000</b>	<b>2008</b>
<b>Total estimated cost over next 5 years</b>		<b>875,000</b>	

## Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>								
<b>Development Identification</b>		<b>Activity Description</b>						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
<i>NJ 204-1</i>	<i>62 SCATTERED SITE UNITS</i>	<i>SEE COMPLETED CFP ANNUAL STATEMENT TABLES</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
NJ 204-3	100 E/D UNITS	<i>SEE COMPLETED CFP ANNUAL STATEMENT TABLES</i>	<i>N/A</i>	<i>N/A</i>	**	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>
NJ 204-4	100 E/D UNITS	<i>SEE COMPLETED CFP ANNUAL STATEMENT TABLES</i>	<i>N/A</i>	<i>N/A</i>	**	<i>N/A</i>	<i>N/A</i>	<i>N/A</i>

\*\* LETTERS REGARDING DESIGNATED HOUSING ON DISPLAY

# HOUSING AUTHORITY OF GLOUCESTER COUNTY

## REQUIRED ATTACHMENT TO THE 2003 ANNUAL PLAN

### PET POLICY

The Authority's Pet Policy provides for the ownership of pets defined as follows:

1. Domesticated, short-haired dogs not exceeding 25 pounds in weight and meeting other requirements of the Policy.
2. Domesticated declawed cats not exceeding 13 pounds in weight and meeting other requirements of this Policy.
3. Fish in approved tank not exceeding 20 gallons of water.
4. Domesticated, caged, small birds in approved cage.
5. No other living creature shall be construed as a pet.

Prior to placing a pet into residency in any Public Housing unit, tenant must file an application for a Pet Permit. A Pet Permit will be issued after all initial conditions of this Policy have been met (such as renter's insurance, municipal registration, proper inoculations, etc.) Applications will be processed on a first-come, first-served basis.

A \$5.00 per month pet service fee will be assessed for each dog or cat for the purpose of offsetting additional maintenance and service costs. Pet service fee is due the first of each month. Prior to issuance of Pet Permit, applicant agrees to post a pet security deposit of \$100.00 for each cat or dog. Said security deposit will be applied to damages caused by the pet upon tenant vacating apartment together with assessment to tenant for any deficiency in the amount of the deposit as applied to specific damages.

Upon petition by two (2) or more neighboring residents alleging complaint against the pet owner for non-compliance of Pet Policy, tenant agrees to a hearing on said infraction by the Executive Director, or his designee, and to abide by determination of said hearing including removal of pet within 72 hours if removal of pet is decision of the Executive Director, or his designee, at the hearing.

Damages caused by pet as determined by inspection shall be repaired/replaced by management at full repair/replacement cost at time of discovery of damage. Tenant will be billed for full repair cost at time of repair.

Upon determination by the Authority, the following conditions may be considered cause for revocation of a pet permit:

1. Pet has caused damage to apartment/house, common areas, personal property or persons.
2. Pet has bitten, scratched or caused injury to any person.
3. Pet makes animal sounds that are generally annoying to tenants, neighbors or Housing Authority management. For example: Barking dog or loud meowing cat.
4. Pet defecates or urinates in apartment/house, common areas or grounds.
5. Pet is found out of control of tenant: a) dog off leash; b) cat running loose; c) bird not caged.
6. Upon expiration of municipal animal license, unless renewed.
7. Upon expiration of inoculation unless current inoculation status is recertified.
8. Upon any determination by Director that pet is a danger and hazard to the health and safety of tenants, management, employees and/or guests of Housing Authority.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
REQUIRED ATTACHMENT TO THE 2003 ANNUAL PLAN**

**RESIDENT ADVISORY BOARD MEMBERS**

**TENANT**

**PROGRAM(S)**

<b>Isabella DiDonato</b>	<b>204-4 – Deptford Park</b>
<b>Doloris Fitzgerald</b>	<b>204-3 – Carino Park</b>
<b>Nicholas Stansbury</b>	<b>S8</b>
<b>David Triplett</b>	<b>S8 &amp; FSS</b>
<b>Heather Faulkner</b>	<b>S8 &amp; FSS</b>
<b>Naricssa Miller</b>	<b>204-1</b>
<b>Barbara Bozarth</b>	<b>S8</b>

HOUSING AUTHORITY OF GLOUCESTER COUNTY  
LOW RENT PUBLIC HOUSING  
CAPITAL FUND GRANT PROGRAM  
PERFORMANCE AND EVALUATION REPORT  
PROJECTS NJ39P204-001, 003, 004  
FFY 2000 FIRST PROGRAM YEAR  
THIRD REPORT  
NJ39P20450100

The Housing Authority of Gloucester County (HAGC), New Jersey entered into an Annual Contributions Contract (Amendment) for the first (1<sup>st</sup>) FFY 2000 Capital Fund Program activities for the low income public housing projects with a first year capital grant budget of \$548,756.00.

Enclosed, attached and made a part of this first year (FFY 2000) Capital Fund Program Performance & Evaluation Report are US Dept of HUD Form HUD 52837, Parts I, II and III, three pages, indicating the financial status and overall progress of the program through June 30, 2002.

Note that the original budget, as submitted to HUD, has been revised (Rev. 3, dated 5/02). This report is based on progress in accordance with Revision 3.

**NON CFP FUNDS**

There were no Community Development Block Grant, state, local or private funds made available to the HAGC for Capital Fund Modernization in FY 2000, 2001, or 2002 for this project.

**CAPITAL FUND GRANT PROGRAM FUNDS**

<b>1408 Account:</b>	Nothing budgeted.
<b>1410 Account:</b>	Nothing budgeted.
<b>1430 Account:</b>	\$68,000 budgeted with \$68,000 expended. All work designed is under construction contract.
<b>1450 Account:</b>	Nothing budgeted.
<b>1460 Account:</b>	\$431,186 budgeted with all project objectives covered with \$431,186 obligated and \$307,486.70 expended.
<b>1465.1 Account:</b>	Nothing budgeted.

**1470 Account:** \$38,000 budgeted for non-dwelling structures; \$38,000 expended.

**1475 Account:** Nothing budgeted.

**1495.1 Account:** \$11,570 budgeted for temporary relocation costs with \$11,570 expended.

**1502 Account:** Nothing budgeted.

**FUNDS FOR EMERGENCY NEEDS**

There were no Grant Year 2001 Capital Fund Program funds utilized for emergency needs through 6/30/02.

**DEVIATIONS WITHIN 10% CAP FOR MAJOR CHANGES**

No deviations over 10% cap for major changes anticipated.

**DEVIATIONS IN THE ORDER OF WORK PRESENTED AT THE END OF THE FIRST YEAR OF WORK**

All work budgeted in Grant Year 2000 has been obligated. The electrical upgrades in Project 204-3 have been funded in the FY 99 Comp Grant Program. The screened exterior area for Project 204-3 has been funded in the FY 99 Comp Grant Program.

**HAGC PERFORMANCE WITH RESPECT TO TARGET DATE**

All tasks planned for Grant Year 2000 are completed or obligated.

**ACTUAL FUND OBLIGATIONS AND EXPENDITURES**

See attached Form HUD 52387, Parts I, II, III for period ending 6/30/02.

<b>Summary:</b>	<b>Budget</b>	<b>\$548,756.00</b>
	<b>Obligated</b>	<b>\$548,756.00</b>
	<b>Expended</b>	<b>\$425,056.70</b>

A budget revision may be needed to fund other planned activities.

**SUMMARY OF RESIDENT AND LOCAL GOVERNMENT COMMENTS**

**The five-year Capital Fund Program was presented to the Resident Advisory Board (RAB). The RAB is in support of the program and planned activities.**

**The five-year Capital Fund Program was presented at the publicly advertised public hearing for the HAGC FY 2002 Annual Plan. There was general overall support for the program by those in attendance. The five-year Capital Fund Program will be presented at a publicly advertised hearing, for the HAGC FY 2003 Annual Plan, to be held on 9/25/02.**

**BOARD RESOLUTION APPROVING THE GRANT YEAR 2000 PERFORMANCE & EVALUATION REPORT NO. 3**

**See attached Resolution No. 03- dated 8/21/02.**

**REPORT ON USE OF FUNDS FOR REPLACEMENT RESERVE**

**No Grant Year 2000 Capital Fund Program funds were used for Replacement Reserve.**

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

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

HA Name <b>HOUSING AUTHORITY of GLOUCESTER COUNTY</b>	Capital Fund Number <b>NJ39 P204 501 00</b>	FFY of Grant Approval <b>2000</b>
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number <b>03</b>	Effective Date
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 6/30/02	<input type="checkbox"/>	<input type="checkbox"/> Final Performance and Evaluation Report	<b>6/30/2002</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 (May not exceed 10% of line 20)				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$70,500.00	\$68,000.00	\$68,000.00	\$68,000.00
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$350,000.00	\$431,186.00	\$431,186.00	\$307,486.70
11	1465 Dwelling Equipment--Non-expendable				
12	1470 Non-dwelling Structures	\$50,000.00	\$38,000.00	\$38,000.00	\$38,000.00
13	1475 Non-dwelling Equipment	\$25,000.00	\$0.00	\$0.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to Work Demonstration				
17	1495 Relocation Costs	\$15,000.00	\$11,570.00	\$11,570.00	\$11,570.00
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)	\$38,256.00	\$0.00	\$0.00	\$0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$548,756.00</b>	<b>\$548,756.00</b>	<b>\$548,756.00</b>	<b>\$425,056.70</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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Annual Statement / Performance and Evaluation Report  
 Capital Fund Program (CFP) **Part II: Supporting Pages**

**U.S. Department of Housing  
 and Urban Development**

Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised Revision #3	Funds Obligated	Funds Expended	
HA-Wide	A/E Fees	1430		70,500.00	68,000.00	68,000.00	68,000.00	Completed
						<i>(Habitech Architects)</i>		
204-1 Scattered Sites	Modernization Renovations	1460	7 units	350,000.00	307,486.70	307,486.70	307,486.70	Work Completed
	Modernization Renovations	1460	7 units	0.00	91,674.30	91,674.30	0.00	Contract Awarded Transferred portion from Grant 2001
						<i>(W.J.Gross, Inc.)</i>		
204-3 Carino Park Apartments	Screened Exterior Area	1470	1	50,000.00	0.00	0.00	0.00	Transferred to Grant 1999 and Completed
	Upgrade Emergency Generator	1475	1	25,000.00	0.00	0.00	0.00	Transferred to Grant 1999 and Completed
	Aluminum Window Reconstruction	1460	100	0.00	32,025.00	32,025.00	0.00	Contract Awarded
						<i>(Trend Company, Inc.)</i>		
204-4 Deptford Park Apartments	Renovations-Replace Walks	1470	1	0.00	38,000.00	38,000.00	38,000.00	Work Completed
						<i>(Statewide Roofing)</i>		
Relocation	Temporary Tenant Relocation of Families from Units being Renovated	1495.1	7	15,000.00	11,570.00	11,570.00	11,570.00	Temporary Relocation Expense
Contingency	Construction Contingency	1502		38,256.00	0.00	0.00	0.00	
	<b>TOTALS</b>			<b>548,756.00</b>	<b>548,756.00</b>	<b>548,756.00</b>	<b>425,056.70</b>	

Work in

Signature of Executive Director

Date

Signature of Public Housing Director

Date

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

**U.S. Department of Housing**  
 Office of Public and Indian Housing

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

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

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

Construction Phase





Annual Statement / Performance and Evaluation Report  
 Capital Fund Program (CFP)

**Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	N/A	N/A		N/A	N/A		N/A
204-1 Scattered Sites	03/2002	06/2002		06/2003	06/2003		Additional Contracts Awarded
204-3 Carino Park Apartments	03/2002	06/2002		06/2003	06/2003		Additional Contracts Awarded
204-4 Deptford Park Apartments	03/2002			06/2003	03/2002		Completed Earlier

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

HOUSING AUTHORITY OF GLOUCESTER COUNTY  
LOW RENT PUBLIC HOUSING  
CAPITAL FUND GRANT PROGRAM  
PERFORMANCE AND EVALUATION REPORT  
PROJECTS NJ39P204-001, 003, 004  
FFY 2001 SECOND PROGRAM YEAR  
SECOND REPORT  
NJ39P20450101

The Housing Authority of Gloucester County (HAGC), New Jersey entered into an Annual Contributions Contract (Amendment) for the second (2<sup>nd</sup>) FFY 2001 Capital Fund Program activities for the low income public housing projects with a 2<sup>nd</sup> year capital grant budget of \$561,258.00.

Enclosed, attached and made a part of this second year (FFY 2001) Capital Fund Program Performance & Evaluation Report are US Dept. of HUD Form HUD 52837, Parts I, II and III, three pages, indicating the financial status and overall progress of the program through June 30, 2002.

Note that the original budget, as submitted to HUD, has been revised (Rev. 2, dated 5/02). This report is based on progress in accordance with Revision 2.

NON CFP FUNDS

There were no Community Development Block Grant, state, local or private funds made available to the HAGC for Capital Fund Modernization in FY 2001 or 2002 for this project.

CAPITAL FUND PROGRAM FUNDS

1408 Account:           \$25,000.00 budgeted, \$619.85 obligated, \$619.85 expended for physical needs assessment of all Public Housing projects.

1410 Account:           Nothing budgeted.

1430 Account:           \$100,000 budgeted with \$74,147.79 obligated and \$52,137.09 expended. All work designed is under construction contract.

1450 Account:           Nothing budgeted.

1460 Account:           \$285,000 budgeted, \$280,725.70 obligated to modernize 7 dwelling units.

1465.1 Account:        Nothing budgeted.

- 1470 Account:** \$60,000 budgeted for common area recarpeting; \$0 obligated.
- 1475 Account:** \$45,600 budgeted, \$45,600 obligated for DHW generator replacement.
- 1495.1 Account:** \$15,000 budgeted for temporary relocation costs; \$0 obligated.
- 1502 Account:** \$30,658 budgeted for contingency, primarily construction changes as needed due to job conditions.

### **FUNDS FOR EMERGENCY NEEDS**

There were no Grant Year 2001 Capital Fund Program funds utilized for emergency needs through 6/30/02.

### **DEVIATIONS WITHIN 10% CAP FOR MAJOR CHANGES**

No deviations over 10% cap for major changes anticipated.

### **HAGC PERFORMANCE WITH RESPECT TO TARGET DATE**

Most tasks planned for Grant Year 2001 are under obligation. Architects have been selected for Grant Year 2001 work items.

### **ACTUAL FUND OBLIGATIONS AND EXPENDITURES**

See attached Form HUD 52387, Parts I, II, III for period ending 6/30/02.

<b>Summary:</b>	<b>Budget</b>	<b>\$561,258.00</b>
	<b>Obligated</b>	<b>\$401,193.34</b>
	<b>Expended</b>	<b>\$ 52,756.94</b>

“Expended” will accelerate as construction progress occurs.

A budget revision may be needed to fund other planned activities.

### **SUMMARY OF RESIDENT AND LOCAL GOVERNMENT COMMENTS**

The five-year Capital Fund Program was presented to the Resident Advisory Board (RAB). The RAB is in support of the program and planned activities.

8/02

**The five-year Capital Fund Program will be presented at a publicly advertised hearing, for the HAGC FY 2003 Annual Plan, to be held on 9/25/02.**

**BOARD RESOLUTION APPROVING THE GRANT YEAR 2001 PERFORMANCE & EVALUATION REPORT NO. 2**

**See attached Resolution No. 02- dated 8/21/02.**

**REPORT ON USE OF FUNDS FOR REPLACEMENT RESERVE**

**No funds from the Grant Year 2001 Capital Fund Program were used for Replacement Reserve.**

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

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

HA Name <b>HOUSING AUTHORITY of GLOUCESTER COUNTY</b>	Capital Fund Number <b>NJ39 P204 501 01</b>	FFY of Grant Approval <b>2001</b>
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<input type="checkbox"/> Original Annual Statement	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement/Revision Number <b>02</b>	Effective Date
<input checked="" type="checkbox"/> Performance and Evaluation Report for Program Year Ending 6/30/02	<input type="checkbox"/>	<input type="checkbox"/> Final Performance and Evaluation Report	<b>6/30/2002</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 (May not exceed 10% of line 20)				
3	1408 Management Improvements	\$78,756.00	\$25,000.00	\$619.85	\$619.85
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$70,000.00	\$100,000.00	\$74,147.79	\$52,137.09
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$412,502.00	\$285,000.00	\$280,725.70	\$0.00
11	1465 Dwelling Equipment--Non-expendable				
12	1470 Non-dwelling Structures	\$0.00	\$60,000.00	\$0.00	\$0.00
13	1475 Non-dwelling Equipment	\$0.00	\$45,600.00	\$45,600.00	\$0.00
14	1485 Demolition				
15	1490 Replacement Reserves				
16	1492 Moving to Work Demonstration				
17	1495 Relocation Costs	\$0.00	\$15,000.00	\$0.00	\$0.00
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)	\$0.00	\$30,658.00	\$0.00	\$0.00
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$561,258.00</b>	<b>\$561,258.00</b>	<b>\$401,093.34</b>	<b>\$52,756.94</b>
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				
24	Amount of line 20 Related to Energy Conservation Measures				

Signature of Executive Director	Date	Signature of Public Housing Director	Date
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Annual Statement / Performance and Evaluation Report  
 Capital Fund Program (CFP) **Part II: Supporting Pages**

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised Revision # 2	Funds Obligated	Funds Expended	
HA-Wide	Office Systems Upgrades	1408	N/A	78,756.00	25,000.00	619.85	619.85	Work in Progress
HA-Wide	A/E Fee	1430	N/A	70,000.00	75,000.00 <i>(Joseph F. McKernan, Jr.)</i>	74,147.79	52,137.09	Work in Progress
	Physical Needs Assessment	1430	N/A	0.00	25,000.00	0.00	0.00	Planning
204-1 Scattered Sites	Modernization Renovations	1460	7 units	412,502.00	285,000.00 <i>(W.J. Gross, Inc.)</i>	280,725.70	0.00	Contract Awarded Transferred \$91,674.30 to Grant 2000
204-4 Deptford Park Apartments	Domestic Hot Water Generator	1475	1	0.00	45,600.00 <i>(Buena Plumbing, Inc.)</i>	45,600.00	0.00	Contract Awarded
	Hall Carpeting	1470	N/A	0.00	60,000.00	0.00	0.00	Planning
Relocation	Temporary Tenant Relocation of Families in Units being Renovated	1495.1	7	0.00	15,000.00	0.00	0.00	Planning
Contingency	Construction Contingency	1502	N/A	0.00	30,658.00	0.00	0.00	
<b>TOTALS</b>				<b>561,258.00</b>	<b>561,258.00</b>	<b>401,093.34</b>	<b>52,756.94</b>	

Signature of Executive Director

Date

Signature of Public Housing Director

Date

Annual Statement / Performance and Evaluation Report  
 Capital Fund Program (CFP)

**Part III: Implementation Schedule**

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

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide	03/2003			06/2004			No Change
204-1 Scattered Sites	03/2003	06/2002		06/2004	09/2003		Updated
204-4 Deptford Park Apartments		09/2002			09/2003		New Budgeted Item

Signature of Executive Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Public Housing Director \_\_\_\_\_ Date \_\_\_\_\_

# HOUSING AUTHORITY OF GLOUCESTER COUNTY

## REQUIRED ATTACHMENT TO 2003 ANNUAL PLAN COMPONENT 10 (B) VOLUNTARY CONVERSION INITIAL ASSESSMENTS

**a. How many of the PHA's developments are subject to the Required Initial Assessments?**

Only Project NJ 204-1, of HAGC's three Public Housing Projects, is subject to the Required Initial Assessment.

**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)?**

HAGC operates three Public Housing Projects. Two of the three Projects do not require an initial assessment based on an exemption. HAGC developments NJ 203-4 and NJ 204-4 are high-rise structures for the elderly and disabled. Each development has 100 one-bedroom units. They are not general occupancy developments and a conversion assessment is not required per 24 CFR 972.200(a)(4).

**c. How many Assessments were conducted for the PHA's covered developments?**

One assessment was conducted for the PHA's covered development, Project 204-1.

**d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:**

No developments are considered appropriate for conversion based on the Required Initial Assessment.

The conversion of NJ 204-1 to tenant based assistance would result in a reduction of the amount of affordable housing available in Gloucester County. Therefore, one of the three necessary conditions for a voluntary conversion is not met; i.e., 24 CFR 972.200 (c)(3).

**e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:**

N/A – HAGC has completed the required initial assessment for Project NJ 204-1.

