

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2004

**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: Paterson Housing Authority

PHA Number: NJ21

PHA Fiscal Year Beginning: April 1, 2004

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:
 - ✓ Providing housing opportunities for Paterson residents eligible for public housing or for Section 8 housing choice voucher that is decent, safe, sanitary and affordable.
 - ✓ Providing economic uplift opportunities for its family housing residents who are unemployed or underemployed by providing appropriate training and exploring job opportunities with and for residents.
 - ✓ Promoting homeownership through the HOPE VI, Section 8, and other programs.
 - ✓ Working with other entities in the creation of mixed income finance developments to provide new or rehabilitated housing.
 - ✓ Empowering its residents, in concert with HUD's programs and initiatives.

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:
Promote computer skills development among public housing residents.
Promote partnerships with educational institutions for non-traditional training programs.

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:

1. Continue to work cooperatively with the Mayor's office and Chief of Police to provide additional security measures for the two family developments.
 To complete the fencing off of the parking lot at the Alexander Hamilton Development to control the vehicular access.
 Maintain the remote monitoring capabilities to monitor the security cameras at the six senior sites.
2. PHA Goal: Improve the public perception of the housing authority as a public agency:
 By continuing to interact positively with the community, organizations, and the City Council.
 By continuing to work closely with all resident councils and to meet with all resident council presidents once a month.
 By working closely with the Mayor's office.

3. PHA Goal: Build communication and partnerships with the other public agencies for the benefit of the public housing population:
 - Continue to develop advocacy and support of the community, charitable organizations, and governmental agencies for residents' benefit by implementing a public speaking program.
 - Motivate residents to improve their family circumstances according to their own individual abilities by developing academic enrichment programs.
 - Continuing the partnership with NJ Community Development Corporation in promoting the IDA Program.
 - Increase Newsletter circulation to include community partners and governmental agencies.
 - Upgrade website information monthly to keep residents current on PHA information.
4. Development of a 5 Year Affordable Housing Strategic Plan – to mirror the City of Paterson Redevelopment Plan.
5. Develop informational workshops to improve business relationships with landlords, vendors, contractors, etc.

Annual PHA Plan
PHA Fiscal Year 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

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)]

EXECUTIVE SUMMARY

In accordance with Section 511 of the Quality Housing and Work Responsibility Act of 1998, the Paterson Housing Authority is pleased to submit the Agency Plan.

The Agency Plan is presented in two sections.

Section 1: Five Year Plan

Section 2: Annual Plan

This Section includes the components required to be submitted by a Standard performing housing authority.

Please refer to the Table of Contents for the components included. Any required components that are not included in this submission are so indicated in the Table of Contents, along with the location of the applicable materials and the date submitted to HUD, if required.

The Five Year and Annual Plans were available for review by the public from October 27, 2003 to December 10, 2003, as noted in the Public Notice published on October 20, 2003. An attendance sheet for the Public Hearing, as well as the Minutes including resident/public comments, are available for review in the Housing Authority's file on the Annual Plan. All comments received have been considered and addressed by the Paterson Housing Authority, and the Board of Commissioners approved the Five Year Plan and Annual Plan for submission to HUD on January 9, 2004.

Questions or approval notification should be addressed to Irma Gorham, Executive Director of the Paterson Housing Authority.

Respectfully Submitted,

Irma Gorham
Executive Director

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- 41. Records Retention Policy

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
- FY 2004 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2004 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in 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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local 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	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public Housing Deconcentration and Income Mixing Documentation: A. 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 B. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	Schedule of flat rents offered at each public housing 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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an	Annual Plan: Capital Needs

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
	attachment (provided at PHA option)	
x	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
x	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
x	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
x	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
x	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall 1	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	80%	5	4	4	2	4	2
Income >30% but <=50% of AMI	71.7%	4	5	3	3	5	2
Income >50% but <80% of AMI	44.1%	3	4	4	2	4	4
Elderly	29%	5	4	3	5	2	3
Families with Disabilities	N/A						
Race/Ethnicity Blk.	77.9%	5	4	4	1	4	2
Race/Ethnicity Wht.	86.2%	5	4	4	1	4	2
Race/Ethnicity Hisp	86%	5	4	4	1	4	2
Race/Ethnicity All	82.1%	5	4	4	1	4	2

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: 2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:

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

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	5290	100	
Extremely low income <=30% AMI	3748	71	
Very low income (>30% but <=50% AMI)	942	18	
Low income (>50% but <80% AMI)	601	11	
Families with children	2782	53	
Elderly families	1539	29	
Families with Disabilities	969	18	
Race/ethnicity W/H	1701	32	
Race/ethnicity W/NH	347	7	
Race/ethnicity B/H	22	0	
Race/ethnicity B/NH	3208	61	
Characteristics by Bedroom Size			

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
0 BR	219	4	
1 BR	2419	46	
2 BR	1466	28	
3 BR	991	19	
4 BR	187	3	
5 BR	8	1	
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 36			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" 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 checked="" type="checkbox"/> Yes			

Fire Victims, Displaced for acts of Government Condemnation.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/sub-jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	15	100	
Extremely low income <=30% AMI	15	100	
Very low income (>30% but <=50% AMI)	0	0	
Low income (>50% but <80% AMI)	0	0	

Housing Needs of Families on the Waiting List			
Families with children	14	93	
Elderly families	1	7	
Families with Disabilities	0	0	
Race/ethnicity W/H	2	13	
Race/ethnicity W/NH	1	7	
Race/ethnicity B/H	0	0	
Race/ethnicity B/NH	12	80	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR			
1 BR			
2 BR	6	40	
3 BR	7	47	
4 BR	2	13	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 54			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

Fire Victims, Displaced for acts of Government Condemnation.

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line

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

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

- 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)
Complete the development of the 5 Year Affordable Housing Strategic Plan and begin to implement activities.

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:

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other:
Develop an affordable housing strategy that includes elderly housing assistance.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

- 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:

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

Strategy 2: Conduct activities to affirmatively further fair housing

- 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 via newspaper ads and cable tv.
- 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)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2004grants)		
a) Public Housing Operating Fund	5,148,981	
b) Public Housing Capital Fund	2,283,795	
c) HOPE VI Revitalization	21,000,000	HOPE VI
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,419,500	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants - Elderly	66,667	Public Housing Supportive Services
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
HOPE VI Low Rent Subsidy	436,065	HOPE VI
Housing Counseling	60,000	Public Housing Counseling
Section 8 Housing Counseling	60,000	Section 8 Counseling
ROSS Family	350,000	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
ROSS Neighborhood Network	250,000	
2. Prior Year Federal Grants (unobligated funds only)		
a) Replacement Housing	4,950,000	Replacement Housing
b) Capital Fund CFP 2002-2003	2,545,826	Capital Project
c) Public Housing Operating Reserve	5,736,820	Public Hsg. Operation
d) FSS Coordinator	47,250	Public Housing Supportive Services
e) Drug Grant	0	
3. Public Housing Dwelling Rental Income	3,797,617	Public Housing Operations
4. Other Income		
a) HUD 52573	0	Public Hsg. Operations
b) Laundry Income	23,708	“
c) Late Charges	15,660	“
d) Other Miscellaneous	15,042	“
e) Security Admin Fee	0	“
f) Excess Utilities	96,000	“
g) Rental Income	130,080	“
h) Interest	36,176	“
5. Non Federal Sources		
a) Bond Refinancing Proceeds	0	Public Hsg. Operations
b) Sale of Land NJ21-4	525,000	Capital Project
c) HOPE VI Community Supportive Services	400,000	Social Service Programs (HOPE VI)
Total Resources	56,394,187	

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)
- When families are within a certain time of being offered a unit: (state time)
- Other: When families submit application with proper documentation.

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: The Registry – independent credit and criminal background checks.
SWICA (State Wage Information Collection Agency)

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

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

- PHA main administrative office

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

(3) Assignment

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

- One
- Two
- Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

- Involuntary Displacement (Disaster, Fire, 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)

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

Date and Time

Former Federal preferences:

- [1] Involuntary Displacement (Disaster, Fire, 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 who are residents of the City of Paterson.
 - [2] 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 preferences(s)
- Households whose head, spouse, or sole member is elderly or disabled person. Every-
 Thing being equal, the deciding factor will be the date and time of receiving the
 application.

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: Website

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

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

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

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

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
Registry – Independent credit and criminal background checks
SWICA – State Wage information

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

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

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

(3) Search Time

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

If yes, state circumstances below:

Difficulty in locating apartment due to tight housing market.

Hard to house families.

Family illness.

Lead abatement.

Other special circumstances at the discretion of the Executive Director.

(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 . **(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 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) Everything being equal, the deciding factor will be the date and time of receiving the application.

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- [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)
- 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)
Cable tv Organizations
Newspapers Newsletter

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
Syndicated public housing property

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

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other
IRS Regulation based on median income.

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
Any time a family experiences an income decrease.

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
Analysis of Fair Market Rent

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 sub-market
- 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 sub-market
- To increase housing options for families
- Other (list below)

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

- Annually

Other (list below)

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

- Success rates of assisted families
 Rent burdens of assisted families
 Other
Maximum lease up

(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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1647	200
Section 8 Vouchers	808	40
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers	Fair Share Unification	

(list individually)	75	
Public Housing Drug Elimination Program (PHDEP)	0	N/A
Other Federal Programs(list individually)	ROSS/Elderly Capital Fund Program HOPE VI	

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.

A. Public Housing Maintenance and Management:

- Admissions & Continued Occupancy Policy
- Lease
- Grievance Policy
- Blood Borne Disease Policy
- Hazardous Materials
- Natural Disaster Policy
- Community Space Policy
- Maintenance Repair Charge List
- Preventive Maintenance Policy
- Maintenance Training Policy
- Public Housing HUD Handbook

A [] Data directions computerized work order and inventory control book

B [x] Maintenance Manager's resource book

C [x] Night emergency crew procedures

D [x] Elevator Maintenance and PM contractor specs

E [x] Pest Control/Exterminator contractor specs

B. Section 8 Management:

A [x] HQS Inspection Forms

B [x] Section 8 Administrative Plan

C [x] Section 8 Orientation Video Workshops

D [x] Nan McKay Section 8 Management Handbook

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-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: Christopher Columbus Development

2. Development (project) number: NJ21-5

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:
NJ21-3 Alexander Hamilton Development

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:
New construction city wide

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.)

Demolition/Disposition Activity Description
1a. Development name: Alexander Hamilton Development
1b. Development (project) number: NJ21-3
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development

<input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Alexander Hamilton Development Affordable Housing Strategy 1b. Development (project) number: NJ21-3
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input checked="" type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: 1/20/04
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 498

7. Coverage of action (select one)

- Part of the development
 Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

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

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

- Units addressed in a pending or approved demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

**Public Housing Homeownership Activity Description
(Complete one for each development affected)**

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:

Participate in FSS Program

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 3/17/03

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) MOA for Community Service

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)

Preferences for families working

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)
Evening Youth Program	150	Vol.	Dev. Site	Public Housing
GED Program	50	Vol.	Dev. Site	Both
Adult Day Care Program	25			Public Housing
Homeownership Counseling	50		PHA	Section 8
After School	85	Vol.	YMCA, PTF	Both
Family Counseling	500	Vol.	CFCS	Public Housing
Youth Computer Program	25	Vol.	HOPE worldwide	Public Housing
Youth Cultural Program	25	Vol.	HOPE worldwide	Public Housing
ROSS Elderly-Exercise Program	75	Vol.	PHA/YMCA	Public Housing
ROSS Youth Tutorial Program	50	Vol.	William Paterson University	Public Housing
Community Police Program	250	Vol.	Dev. Site	Public Housing
Computer Clubhouse	50	Vol.	HOPE VI Community Center	Public Housing, Section 8, HOPE VI residents
Adult Exercise Program	50	Vol.	HOPE VI Community Center	Public Housing, Section 8, HOPE VI residents
Youth Soccer League		Vol.	HOPE VI Community Center PAL	Public Housing, Section 8, HOPE VI residents

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	0	11
Section 8	0	23

The PHA is not required to maintain a minimum program size.

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

C. Welfare Benefit Reductions

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

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

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937 - Attachment G: Community Service Requirement
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13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

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

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

- NJ21-1 Riverside Terrace Development
- NJ21-3 Alexander Hamilton Development

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)
Vehicular access control to NJ21-3 Alexander Hamilton Development.

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

- NJ21-1 Riverside Terrace Development
- NJ21-3 Alexander Hamilton Development
- NJ21-6-1 Nathan Barnert Homes
- NJ21-7 Dr. Norman Cotton Homes
- NJ21-8 Rev. William Griffin Homes

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)
 - Assigned Community Relations Officers for PHA sites.
 - Leasing Mobile Units for Police Precincts.
 - On-Site Police Precinct at Riverside Terrace Development.

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

- NJ21-1 Riverside Terrace Development
- NJ21-3 Alexander Hamilton Development
- NJ21-6-1 Nathan Barnert Homes
- NJ21-7 Dr. Norman Cotton Homes
- NJ21-8 Rev. William Griffin Homes

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)]

The PHA Pet Policy is intended to meet the needs of management, non-pet owning residents, and pet owning residents.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

3. Description of Resident Election Process

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

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

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)
In keeping with State Statute, the City Council, Mayor or Governor, will be Responsible for replacing a Commissioner.

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: City of Paterson

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

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

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

Identify parcels of land for the development of affordable housing.

Ongoing consultation on identifying community needs and assisting in the development of a plan to address the needs.

Coordinate homeownership counseling for first time Section 8 homebuyers in conjunction with IDA Program.

Partnership with the City in developing a 5 Year Strategic Affordable Housing Plan.

D. Other Information Required by HUD

Housing Authority of the City of Paterson

Attachment A:

GOALS

#1. INCREASE THE AVAILABILITY OF DECENT, SAFE and AFFORDABLE HOUSING

A .The PHA has begun to develop a 5 Year Affordable Housing Strategy which mirrors the City of Paterson's Redevelopment Plan.

B. The PHA is in the process of developing Phase II of the HOPE VI Program which is the construction of 30 new homes.

#2. IMPROVE THE QUALITY OF ASSISTED HOUSING

- A. Ongoing contact of staff with residents and resident activities through special programs.
- B. Distribution of a bi-monthly newsletter that updates residents on what is going on at the PHA.
- C. Monthly updating of a PHA website (patersonhousingauthority.com).
- D. Ongoing modernization of public housing units at the Riverside Terrace Development and Alexander Hamilton Development.
- E. Ongoing staff training to improve work quality.

#3. IMPROVE COMMUNITY QUALITY OF LIFE AND ECONOMIC VITALITY

- A. Increased enforcement of screening and eviction for drug abuse and other criminal activity.
- B. Greater lease enforcement in habitual late payments, illegal tenants, and illegal appliances.

#4. INCREASE ASSISTED HOUSING CHOICES

- A. The PHA continues to offer housing choice voucher counseling sessions.
- B. The PHA, in partnership with NJ Community Development Corporation, is offering an IDA Program that allows residents to save for homeownership, education or business.
- C. The PHA is a HUD approved Housing Counseling Agency and conducts pre-purchase homeownership counseling, and has counseled 84 prospective homeowners.
- D. Conducted a series of meetings for the PHA's Section 8 income eligible working heads of household families to assist them in homeownership purchase.
- E. Conducted a city wide IDA Homeownership Kickoff Event.

#5. PROMOTE SELF SUFFICIENCY AND ASSET DEVELOPMENT OF FAMILIES AND INDIVIDUALS

- A. Offered programs that promoted self-sufficiency opportunities including computer literacy training.
- B. Partnered with Rutgers University to offer nutrition classes to residents.
- C. Partnered with St. Joseph's Hospital and the Paterson Community Health Center, and offered residents hypertension and glucose screenings, dental care, and food stamp assistance.
- D. Offered a site GED training in cooperation with the Paterson School District.
- E. Contracted with Catholic Family & Community Services to provide family counseling services.

#6. IMPROVE THE SAFETY AND SECURITY OF PUBLIC HOUSING RESIDENTS

- A. Ongoing support of the tenant patrol at NJ21-9 Joseph Masiello Homes.
- B. Ongoing communication with the Passaic County Sheriff's Department and the Paterson Police Department to discuss criminal activity at the two family sites.
- C. Securing police arrest reports and drug test results to expedite the eviction of residents.
- D. In cooperation with the Mayor's Office and the Paterson Police Department, set up police precincts at Alexander Hamilton and Riverside Terrace Developments.
- E. Install gates on the roadways and parking lots at Alexander Hamilton Development to reduce vehicular traffic.
- F. Hold the 9th Teen Summit that addresses gang problems, drug involvement and criminal behavior.

#7. IMPROVE THE PUBLIC PERCEPTION OF THE HOUSING AUTHORITY AS A PUBLIC AGENCY

- A. Authority staff has built new partnerships with various organizations in the Community.
- B. Partnership with NJ Community Development Corporation in the State of New Jersey Individual Development Account (IDA) Program.
- C. Resident Participation Training including all aspects of Resident Quality of Life and Management Issues.

#8. BUILD COMMUNICATIONS AND PARTNERSHIPS WITH OTHER PUBLIC AGENCIES FOR THE BENEFIT OF THE PUBLIC HOUSING POPULATION

- A. The PHA's interaction with government agencies and community service providers has been increased significantly.
- B. Involvement with local law enforcement is on the rise.
- C. Close working relationship has been established with the Mayor's Office.

#9. YOUTH AND RECREATION PROGRAMS

- A. Held the 9th Annual Teen Summit to address concerns of teenagers.
- B. After School Tutorial Program provided by William Paterson University.
- C. After School Cultural Program is offered at Alexander Hamilton Development.
- D. Both off-site and on-site summer day camps offered.
- E. Partnership with the Community Action Agency for a PHA Golf Program.
- F. GED Program is available on site at the Alexander Hamilton Development.
- G. Computer Club House is offered at the HOPE VI Community Center.
- H. A soccer league is available two evenings a week at the HOPE VI Center.

Attachment B:

**Resident Membership of the
PHA Governing Board**

Resident Name:

Erma L. Bonds

Appointing Official:

Paterson City Council

Term of Office:

February 1, 2002 – January 31, 2005

Attachment C:

Resident Advisory Board Members

Shirley Moore, NJ21-1 Riverside Terrace Development Resident Council
Lorraine Burns, Barbara Jones

Eugenia Burton, NJ21-3 Alexander Hamilton Development Resident Council

Earline Bolden, NJ21-7 Dr. Norman Cotton Homes Resident Council

**Paterson Housing Authority
60 Van Houten Street
Paterson, N.J. 07505**

October 10, 2003 – 10 a.m.

Meeting started at approximately 10:20 a.m. Sign-in sheet was passed around for all to sign.

CGladis: Welcome, will go over our program. Next meeting 10/16 at 5 pm. Please bring the binder with you next week. Glad you are here, these meetings required by HUD. Irma Gorham and PHA staff have been meeting with Resident Councils during the year. RAB, RC and our staff all discuss our direction. Let's have introductions, go around the room. At this point, each person states his/her name etc.

We will go over the Plan, two parts-5 Year and Annual Plan. We submit to HUD each year as a result of the QWHRA of 1998. 5 Year Plan-Mission Statement, applies for all programs Creation of plan, type of information and content of plan. We will be attaching documents throughout and you will be informed of changes. You are the RAB, welcome your advice/comments. There are 2 RAB meetings, one in the a.m. and one in the p.m. Plan available for review 45 days, 10/27-12/10. Look at the documents, we will have a public hearing on 12/17 at 10 a.m. and plan will be adopted 1/6/04, then submitted to HUD by 1/9/04. We have 75 days to submit before end of FY. Next green document-role of residents. You can review it, do you want to discuss this? Next is the template for FY 2004, information at our office-any supporting documentation will be here. Mission Statement for HUD-affordable housing, etc. PHA housing for residents, economic uplift, homeownership. Goals the same-available housing. Improve housing, social security promotions, equal opportunity for housing. Other goals: pg. 3-5 Year Plan; working with Mayor and Chief of Police, fencing at 21-3, remote monitoring at six senior sites, etc. Pg. 4-Rents . . . motivate residents, partnership with NJCDC for IDA Program, newsletter, website update.

Lburns: No mention of senior sites-monitors?

CG: Fred Vazquez will answer that.

WV: Senior citizenaccess to 21-3, working with police substation. 21-1 similar police activity. Doing more with police in the near future, have not done family yet. CCTV . .at family sites, 21-1 near impossible. Any concerns include in your comments, we will bring it to the Mayor's attention.

CG: Pg. 1-HA Standard Plan. Pg. 4-Attachments to the Plan, documents will be available for review during the time period.

IG: Add some sites for review: main library and at sites. Just the plan, not documents. Add managers' offices at sites and library.

CG: Shirley Moore, give residents a copy. Pgs. 5 & 6, documents available. Statement of Housing Needs on pg. 7 based on Consolidated Plan, info from city of Paterson. Pg. 8-Needs of Families, one for public housing and one for Section 8.

PT: Understand symbols for greater/less than?

EBolden: Rent?

CG: No, income. Pg. 9-same two pages for Section 8. Pg. 8-Section 8, 32 families on list, will be opening list, changing Admissions Policy in early January 2004.

EBurton: Housing Choice Voucher?

CG: HUD named it-new name.

OPatterson: Flexible-2 programs.

EBolden: Housing for Section 8? Everything on hold?

CG: Yes for Section 8, will redo,looking to process in January 2004. Some Section 8 residents on RAB? Elbita Perez here. Pg. 9-#1 . . . continues to go over items, reading from information on page, goes to items that are marked with an X. Pg. 10-etc. . . . reading statuteselderly, disabled, race/ethnic, etc. Rents pg. 11-working with landlords to market rentals outside of Paterson.

EBurton: How can you maintain rent?

CG: Work harder, work more effective.

Eugenia: Shortage of apts. at 21-3, seems it is impossible. No maintenance staff.

IG: We added staff at 21-3 based on number of units, condition of buildings, looked at revamping-new strategies for all sites. We understand resources limited, need is there. Number of staff at 21-3—20 are full time, 13 others from other sites, adequate.

LBurns: Lot of problems, keep going back to apartment repairs not done properly. Go back over and over.

Eugenia: Walls not repaired properly, not done right. Residents just leave it that way.

IG: Should be done correctly. Mold in your area, Maintenance Policy will take this into account. Cannot forget age of developments, population number is great. In a \$\$ crunch, will go over Maintenance at our next meeting.

KDavis: Repairs at 21-1, plumbing problems. Built in 1943, old pipes, etc.

IG: Looking at the situation.

WV: What can we do?

IG: Will have to move \$\$ to that site

KD: Wood?

WV: Yes, we will cover it. Underground utilities, \$1.5 million job, we need additional funds.

CG: On 10/16 focus on maintenance. Pg. 12-Ovid Patterson will go over.

OP: I will be brief. Last year of the 5 Year Plan in '04, shows all money received; how we will spend it, anticipated available funds. OP then goes over figures Expect to receive \$5 million from HUD.

WV: Will go over Capital Fund--\$21 million, we hope. No. 2, money we did actually receive or anticipate, should be available for us. One other grant. No. 3, Other Income, No. 4 Other, No. 5, non federal funds.

CG: Will go over more next week.

JBart, Legal Aid: Wait list closed except for seniors? Senior sites different number?

CG: We will get figure for you, will track it.

JBart: Section 8 portion, pg. 25.

CG: Pg. 13, then goes over page etc.

Eugenia: How long in place? Criminal checks?

EBolden: Housing?

CG: We use Registry for a long time.

EBolden: 1962, screened better.

CG: All go thorough screening. They could be a fire victim, etc., if so we can get them help-CFCS helps a lot.

Eugenia: Housekeeping?

CG: Will reinstate this year. Criminal? All items necessary.

EPerez: Need better tenants, bring in outsiders, extra people living in apartments coming in illegally.

EBolden: Quite a problem.

EPerez: Those are not on lease, do not belong.

CG: All get screening who are on lease, we go over choices, etc.

Eugenia: Residents have choices?

CG: That is not our policy.

LBurns: New tenants?

CG: New tenants. Admissions preference-transferred. continues to read from plan

Eugenia: Tenants for many years? Over housed?

CG: Under housed. We check these things, matter being addressed.

KD: Being addressed?

Eugenia: Not fast enough.

IG: Last year we started comparing oversized bedroom units, do not want to keep that way. Do not have enough bedroom sizes to accommodate. Units ready, doing the process one and one-half years Authority wide. We sent out notices, there is no choosing.

LBurns: Explain how you relocate tenant? Medical/physical need, please explain.

IG: Doctor certification is needed.

LBurns: Documentation, letter from doctor honored by Housing Authority?

IG: Yes, if units available-some in the same unit for 20 years, looking at the wait list. Three bedrooms limited, take into consideration

CG: One choice.

Eugenia: Seems many choices . . .

IG: One choice, working with families, going over it . . .

LBurns: If they do not want the unit, where are they on list?

IG: Bottom.

LBurns: 21-1 preference?

CG: Preferences amending, will add a homelessness category, rated by number.

Eugenia: How do you determine who is homeless?

CG: Social services agencies assist, need verification.

EP: Majority do get welfare.

CG: Moving on to Management on pg. 19, extension—yes. Lead problem—yes.

Eugenia: How long extension?

CG: Thirty days.

IG: Two extensions allowed.

Eugenia: What if they do not find anything?

CG: We will help one preference for Section 8, one for public housing.

Eugenia: Send newsletter to all residents, Section 8, by mail?

LBurns: In the office.

CG: Check with your manager. Income Baed Rent, minimum rent \$50, no exemptions-always \$50. Ceiling Rents 30%, Ovid Patterson will discuss this.

OP: Ceiling rent for Sojourner Douglass, public housing flat rent.

Ptaylor: They sign sheet a re-certification.

CG: Sojourner Douglass ceiling rent. Payment Standards, will go over on Thursday, Oct. 16. \$50 minimum rent.

JBart: Fair Share open?

CG: That is a separate program, applied for separate vouchers, DYFS-75 families. They make the determination. We apply for it each year. ROSS-Seniors only.

LBurns: Age 62?

CG: Yes, all 6 buildings. All policies for our HA, under the City policy.

IG: City keeping up with plan.

Eugenia: Where do you go?

IG: They will tell you where to go—schools, firehouse, church, police department, sheriff and fire department.

EBolden: Pest control-not strong enough.

CG: Next meeting, Oct. 16 at 5 p.m. will discuss maintenance. Pg. 32, Homeownership Program. Pg. 34, CSR . . . continues reading to pg. 28working with police department,Erma Bonds is our resident commissioner-chairperson. Vanessa Sifford will og over CSR.

VS: CSR in your binder, reinstated June 2003. All public housing residents to participate in the program 8 hours per month volunteer work. 62 or older, disabled exempt. Failure to comply could result in loss of lease, everything is in the binder.

Eugenia: Keep a list, hard to do?

CG: Hard, identified the families that are to volunteer. We do not have a lot of time, have agencies to work with us. They can also find some other volunteer work.

Smooore: Coming to a tenant council meeting? Satisfy requirement?

CG: HUD said no, that was not sufficient. RAB comments.

BJones: RAB meeting can be counted.

IG: When it was discussed among resident council groups, others, we need to find out.

RoyS: Grounds cleaning?

CG: Yes-supplement.

KD: RCs put together something?

CG: We will look into it, easier on site.

IG: Tracking system, keep a record of time-computer program.

BJones: Volunteer for Resident Council, work there? Is that ok?

CG: Program at 21-3. Now Local Preference for Public Housing goes over preference and numbers etc. Section 8 Preference-live/work in Paterson.

OP: Flat Rent—just been changed from '02 to '03, 65% FMR. Flat rent differs from ceiling rent. Sojourner-Douglass ceiling rent. We manage, do not own. Ceiling rents-area income across the board. Residents make a choice-base fixed 30% of rent. HA established fixed flat rent @ 65% of FMR in area. Promotes diversity in neighborhoods, annual re-certification make a choice. Any questions?

PatT: When is this official?

OP: 10/1 new rents.

PatT: Have some flat rent tenants been notified? Should they pay new rent?

LBurns: Under housing, Sojourner Douglass?

OP: Sojourner Douglass 20 units, syndicated for additional funds. Related owns units, PDMC general manager, 1% ownership Related 99%.

IG: Ceiling rents paid.

LBurns: Housing residents?

CG: W Vazquez will discuss Replacement housing CFP. Last year Annual Plan submitted based on HUD formula, 22% less. Revamp management, how to use the money the best way.

IG: This reduction was a formula from HUD for all housing authorities to use.

WV: Hoping for additional funds, we are not banking on it. Other documents 1-3 of 2004 CFP. 5 Year Plan, each year we submit. 21-1 plumbing, 2003 \$54,000 approximate. 2004 \$750,000. Sacrifice some things, we try to do things with urgent first priority. 21-1 modernization, painting, etc. Exterior work last. At end of period, improvements \$40,000 in 2004-trees, etc.

Eugenia: All buildings?

WV: Rec center had a lot of modernization last year, tile, roofing, heating system. Move into 2003 budget, 21-3 security aspect. Continue to do what is necessary.

Eugenia: Use some money for heating . . .

WV: Have air conditioner?

Eugenia: No.

RoyS: No.

WV: Put into heating area.

Eugenia: Anything cool.

LBurns: Trees on 5th Avenue, general trimming? What extent?

WV: Some trimming, that is what maintenance will do. \$40,000 for upcoming year, use it the best way. Had over \$50,000 last year-will weed out shrubs, trees, etc.

IG: Roy—going out for contract to cut trees?

KD: Could use some assistance from city.

IG: We are looking into contract.

WV: Not a one year plan, bring it to our attention, we may miss something. Let us know.

IG: Document in place, things happen. I saw the memo, we had ac 21-1 to 21-3.

KD: Still at 21-1.

IG: Mike Figel-contract for landscaping?

MF: No, not yet.

WV: On 2003—4?

Eugenia: Rehabilitating 21-1, what about 21-3?

WV: Fire escapes, smoke detectors. Some in apartments, hallways-repaired then vandalized.

Roy: No carbon monoxide yet. No plans yet for smoke detectors in hall because of vandalism.

WV: Continuation of problems. Residents have to take responsibility, if vandalism there it is not our fault.

Roy: Repairs 1-2 days, pre HUD inspection 30 apartments. Maintenance charges if we replace item.

IG: Big picture-vandalism. Some city people not as protected as HA residents.

KD: You replace on Tuesday, gone on Friday. Ordered 300 smoke detectors, less than 6 months later half gone. We even replace free sometimes.

WV: Notify your manager if defective.

Eugenia: Can we install carbon monoxide?

Roy: Started at 21-1 row houses.

IG: Installing?

WV: They will be installed in each unit. Also reports on other funds, spending over 3 years, amounts obligated. Reports on 96 and 97 HOPE VI, all funds obligated 21-4 closed out. All funds for 97 HOPE VI, CCP closed out at year end. 21-5 final states, 30 homes working with IDA Program.

Eugenia: IDA program recruit?

CG: Intense housing fair, sessions etc. Homeownership counseling not for everyone. Financial education, commitment. Replacement of housing. Funded for last 3 years \$4.3 million. 110-120 rental units, 40-60 senior developments. Tie into first phase of HOPE VI 21-3. Mixed finance, have developer on board to do first phase at 21-3. Number of other projects under replacement funds. Special projects 12 units NJCDC, 17 units elsewhere. Senior affordable housing.

IG: That is where we are now. Looked at sites. Feeling the cut in public housing programs, generate additional \$\$ from existing units, will have to do other things. Continue to do these things, non developed fully. HOPE VI at 21-3, NOFA not published yet. Any information you need or want, let us know. Planning & Grants did surveys, informal discussion with RC at 21-3. Hired a consultant for our 5 Year Plan to work with citizens, 400-500 per year.

CG: Questions?

Eugenia: Go to mayor for list of sites?

WV: Call the Community Development in city, they get information.

CG: That concludes our meeting today. Thank you for coming, come back next Thursday, October 16 for the other discussion.

Meeting ended approximately 12:25 pm
M. Lyons, Administrative Secretary

Resident Advisory Board Meeting re 5 Year Plan – October 16, 2003

Topics:

Annual Maintenance Plan
Personnel Policy Amendments
PHA Operating Budget Review
Payment Standards
Establishment of Project Based Section 8 Allocation Policy
Amending the HOPE VI Community Center Rental Policy
Amending the Section 8 Housing Choice Voucher Administrative Plan for the Application Intake Process
PHA Rental Space Policy
FSS Policy Amendments
Records Retention Policy
Security Policy
Discussion re City of Paterson Office of Emergency Maintenance-Emergency Preparedness for Public Housing

**Paterson Housing Authority
60 Van Houten Street
Paterson, N.J. 07505**

October 16, 2003 - 5 p.m.

Meeting started around 5:25 p.m. Sign-sheet was passed around for all to sign.

CGLadis: For those of you who were here on October 10 hello again, please sign in. Nice to see you. This is our second RAB meeting, will go over the plan, policies today. We went over the template last week, have some changes-replace some pages. Pages 1 and 8 corrected, please replace pages. Let's all introduce ourselves, go around the room. At this time, each person states their name, organization, etc. . . We have new items on our agenda, policy changes. Ed Cotton will discuss the Maintenance Plan.

EC: Once again blessed with opportunity to present to you an innovative program put together by our staff. Vacant unit turn around was not in place, will discuss this plan. Looking at first page components priorities, work orders, emergency set of procedures processed through staff. EC then goes over the maintenance plan, performance goals according to HUD standards, PHAS system. Have a training program for our workers, 24 hours per year. Will continue to do as we have in past. We continue to strive to reach our goals. Working on vacant units, bidding for contractors for work. Senior sites are completed, close to 98% occupancy, looking for 100%. Twenty day turn around possiblecontinues to read the plan. As to preventive maintenance, continuing to work on it . . . jobs for maintenance staff, annual inspections. Lead based paint, buildings constructed before 1978 going through a process-use paint lead free. Recently sent staff to training on mold. All housing authorities scores analyzed, last year we had 84 want to get better next year. Goes over Buildings & Grounds, lawn, snow removal, etc. Paint before each tenant moves in, guidelines, etc. Thank you very much.

CG: Any questions? Commissioner Bonds here, Irma Gorham also.

EBonds: Laundry room?

CG: Personnel Policy, Carol Brevard will go over it.

Cbrevard: As part of employment practices notified through our insurance, things we must have and become part of personnel policy. Added to policy-9, 10, 11, 14, 17. First revision on pg. 9, Pg. 10, 11, 14 and 17 goes over each change/addition. Personnel officers, loss control will be added. We are complying with JIF.

IG: Became a member of JIF a year ago, allow us to get a better premium.

CG: Questions?

EBonds: 4.6?

CG: Some employees interim temporary.

EBonds: They know they are?

IG: GMorrison was temporary.

CG: Any other questions? Operating Budget 2005, Dale Jones will go over.

DJ: Good morning, I will go over budget briefly. Any questions I will try to answer them. Dale then reads from budget sheets states figures for categories. Also states other services might come from CFP continues reading from sheet, goes over totals. Protective services, Non-Routine Operating Expenses. Short fall before HUD subsidy. He continues outlining figures and expenses, etc.

CG: Any questions? Let me point out this is a working document, first draft-FY 2004.

EBonds: Losses? Non payment, etc.?

CG: Payment Standards; good background.

DJ: HA operates HCVP, Section 8 to private landlords. Each year FMR requires us to update our payment standards, 90%- 110% maximum in this area. The change is based on 10/1/03 rates, 95% FMR, types outlined. Also 92%; 95% across the board-7% higher, we are within guidelines.

CG: Everyone understand?

DJ: 30% adjusted income for rent, same principal. Continues to go over scale 30% from tenant, landlord gets a check each month. Tenant may also receive utility allowance, etc.

EC: Unit type, bedroom size.

CG: HUD publishes FMR list each year. This is a high rent area, we have to adopt new standards.

IG: Moved to include Section 8, over time numerous requests from developers interested in providing special need housing. We want to be able to take advantage, there are requirements for developer to participate. HCV moves with individual. Looked at projects, maybe within year or two. Will advertise RFP.

CG: All project based. 45 day review period. Housing Center Policy at 60 Temple—gym and conference room rented out. Need the money to support the building, amending the policy. Increased rental fee. CG goes over figures etc.organizations able to use space, they pay for security—2 guards during evening hours, inside and outside. Questions? Alcohol is permitted, not for sale. Social service agencies can use for fund raising, not for profit.

EBonds: Any bingo?

CG: No license for bingo. Parties on Saturday night, soccer league 2 nights, exercise class 1 night, no bingo.

EBonds: If I have a ground wanted to rent it for bingo, have license, from 3-5 pm one day.

CG: We can look into it, will follow up. We do not have a bingo license.

KD: Rent for showers, male dancers allowed?

CG: No!

KD: Cannot recommend it.

CG: It has turned out to be a bad idea.

PTaylor: Bingo license for organization? One site, would that be considered?

CG: Designed as a social services site; gym holds 300, conference room 40. See Wanda Luna, Manager at 60 Temple. PHA Rental Space Policy—we can lease space, this authorizes us to do it. Questions? FSS Policy Amendments—reads from policy goes over items.

GMorrison: Chapter 3 Section 8, Administrative changes. Areas in bold type, changes made. Application process, goes over rents, processtwo phases for initial application. Eligibility-everything current, when wait list open will advertise Application on hold. . . New applicants in group, placed on list, random selection 300 names, major change 300-500. In Spanish and English, that is the same. Thank you. Any comments?

CG: FSS-HUD review several months ago, include 5 basic topics. 50 families Section 8 residents, some public housing residents also. 20 or so from public housing, 82% black, 18% Hispanic, 150 families. Trying to increase enrollment 5 new families each quarter. HUD did not fund Coordinator for public housing at 21-3, working with families we do not divide. No. 10 Records Retention Policy, how we dispose of records. Federal government states how long we keep our records, we must adopt the policy.

EBonds: Going back to GMorrison—Where did idea come from, elderly and sick get an apartment right away?

GM: Not true.

EBonds: That is what they think, if you say no they go to Mayor, etc.

GM: No immediate, no emergency housing.

CG: No. 11, Security-Ed will address.

EC: Some background, pg. 1 public housing PHAS, 4 indicators based on 100 points. Looks at evaluation, goes over security policy PHA will track crime problems, etc. Certify to policy adoption, number or criminals report to police department % at developments. PHA will screen applicants . . . At this time, Ex. Director continues re security. . . .EC: Lease Enforcement-Security procedures for eviction, goes over rules sample attached. Management Operations-goes over number of sections 1, 2, 3 4 Last part of program Management No. 5, none of HUD funded programs funded. Number of documented program goals and/or criminal reduction, percentage of goals. . . . Questions?

Eugenia: How long to evict under One Strike?

EC: It depends, they request a hearing-goes to legal, up to 6 months.

IG: It can take up to 6 months, policy we use effective. More in the last three months, many grievances. MOAs, mixed bag from week to week.

Eugenia: Came into effect when?

CG: 1998.?

EC: MOA for tenant . . .

LBurns: Guests, whose responsibility?

EC: Yes.

LBurns: Grand child arrested, who is responsible?

ED: Each case on an individual basis, flexible. In drug program, things they can do and we try to assist them

IG: Used as a gauge to change the landscape of development, 16 year old in GED, work study, etc. doing a number of things. It comes before me.

LBurns: Normally three day process?

IG: Child staying with relatives, etc. Working out plan.

CG: No. 12 Emergency Plan. Ed will go over this.

EC: In the process of meeting with Frank Malzone, Emergency Coordinator for Paterson. Government established Office of Emergency Management. Coordinating with city, a book will be available for all residents at their site, guidelines, briefing what to do. What foods to have on hand, prepare whatever

necessary. Every agency needs a plan. Mr. Malzone reports to Mayor and Passaic County. We will provide input for each site, elevators, shelter, etc.

CG: Questions?

EC: City has their own, we need an individual plan for each site, working on it. Resident councils will be involved in plan. OK?

CG: Plan will be part of city.

IG: City is helping us.

EBonds: Each site?

EC: Yes. Meeting on Friday, 10/17.

CG: Questions?

IG: We will come back with a schedule what is going to happen.

Eugenia: Madison Avenue?

EC: No, we are meeting there, the chief is there.

CG: Goes over policy what we put together, anything to add? We have a 45 day review, 10/27-12/10. Template at all the sites manager's office during working hours. Public hearing 12/17, will go over comments, review, etc. Adoption 1/6/04 at Special Meeting, then send to HUD 75 days prior to 3/31/04. Please join us, look at documents-numbers change, policies added. Comments welcome. Any questions? No, thank you for coming. Remember—12/17 at 10 a.m. Public Hearing on Plan, 1/6/04 Adoption at Special Meeting. Thank you again.

Meeting ended approximately 6:55 pm.
M. Lyons, Administrative Secretary

Resident Advisory Board Meeting re 5 Year Plan – November 14, 2003

Topic:

Local Preference for Public Housing

**Paterson Housing Authority
60 Van Houten Street
Paterson, N.J. 07505**

November 14, 2003 - 10 a.m.

Meeting started approximately 10:08 a.m. Sign-in sheet was passed around for all to sign.

CGladis: Good morning. This is our third meeting on the Annual Plan, it is a work in progress. We have gone back and forth regarding local preference for public housing. We had six preferences, HUD asked us to go over it and revise . . . problems with too many preferences. Now one preference only, living and/or working in the City of Paterson. Before people on wait list for a long time would have been pushed back if other preferences in place. This is more fair. Gwen Morrison will go over it with you.

GMorrison: One local preference-living and/or working in the City of Paterson. Gwen then reads from preference one point awarded living and/or working in City.

GG: Living and/or working in the City of Paterson. Work at least 20 hours per week at a minimum wage, show proof of employment. Also if living in Paterson show proof, rent receipts, etc. We think it is fair this way, no other preferences-too many.

GM: Special attention to fire victims.

YLuna: Question as to emergencies?

GM: Only fire victims or condemned housing properties.

IGorham: Fire victims definitely.

EMiller: Was in a fire, some were trapped, very bad situation.

CG: That is the only item for today. You have binders with policies, etc. Review period ends December 10th. Public Meeting on December 17th, Special Meeting on January 6, 2004 for

Adoption of the Annual Plan. Will get comments from ACORN, will mention it at public meeting. That is where we stand. Anything else?

IG: For RAB info, fill you in on HOPE VI process to date. Fred will go over it.

WVazquez: HOPE VI to date-general information. On Oct. 21, NOFA printed re demolition-revitalization. We met with developer, had first meeting with Resident Council. Meetings scheduled for training and public meetings at 21-3. Five meetings total starting on December 1st and then December 17th. You can feel free to attend these meetings at 21-3, some at School #30. Plan to do 370-400 units, 50% of which will be public housing, 50% LIHTC. Also 20% for homeownership-large part of 21-3 site. That is where we stand so far. Questions?

YLuna: Agency Plan, changes?

CG: Only Preference today. Previous two meetings we went over all policies. They are in the binder.

YL: Flat Rent?

CG: Flat Rent is pink.

IG: FMR 65%.

CG: FMR changes each year, will not charge full amount. We are proposing 65% according to bedroom size unit.

YL: Start in January or February?

GM: Not until you are re-examined.

EBolden: You are destroying 21-3?

IG: HOPE VI, demolish and then rebuild. Get approval from HUD to demolish and rebuild new.

EB: Guards at site?

WV: We have to maintain quality of life, HOPE VI or not. We spent \$16 million to maintain site, cannot do so. Will try to do HOPE VI, if not received we still have to maintain the site providing security, etc. Provide services.

EB: I am afraid to go there.

IG: It is safer now, have police there.

CG: We met with RC this week, NOFA official. Met with residents, did surveys. They are 90% ready for this. You need a pass to get into site. Anything else? Thank you for coming, we appreciate your questions, comments.

Meeting ended approximately 10:25 a.m.
M. Lyons, Administrative Secretary

Attachment E: **Substantial Deviation and
Significant Modification**

The Paterson Housing Authority's Plan is amended to include the definition of Substantial Deviation to mean "Any Change with regard to Demolition or Disposition, Designation, Homeownership Program, or Conversion Activities in the Future".

Attachment F:

HOUSING AUTHORITY OF THE CITY OF PATERSON
RESIDENT ASSESSMENT FOLLOW-UP PLAN 2003

The Real Estate Assessment Center mailed out 450 surveys to PHA residents of which 144 were returned. The response rate of 33% is above the national response rate of 15%. Four (4) surveys were undeliverable.

The Housing Authority of the City of Paterson has prepared the 2003 Resident Assessment Follow-Up Plan in response to the survey results.

In four (4) survey categories, Maintenance Repair, Safety, Services and Neighborhood Appearance, the PHA increased their scores from the previous year and in the Communication category, it remained the same.

Survey Categories	2002 Score	2003 Score	National Average
Maintenance & Repair	73.9%	78%	89.7%
Communication	58.2%	59%	76.8%
Safety	49.4%	59%	82.9%
Services	82.1%	82%	92.6%
Neighborhood Appearance	48.5%	52%	78.9%

As a result of the responses, the Paterson Housing Authority is required to prepare a follow-up plan for Communication, Safety, and Neighborhood Appearance.

A close analysis of the responses by Development by question was the premise by which the follow-up plan was developed.

COMMUNICATION

Survey Question #1: Do you think management provides you with information about: maintenance and repair?

A. The PHA received a score of 60%.

- B. The Director of Operations will conduct bi-weekly on site meetings with the Managers and Resident Council Presidents to discuss a plan of action for that period of time. The Agendas for the meetings include major maintenance and repair issues, modernization, as well as resident concerns and events. The information provided at these meetings is carried over by the Presidents, to be addressed at the Resident Councils' Monthly Meetings.
- C. The PHA produces a bi-monthly newsletter which is forwarded to all public housing and HOPE VI residents. Contained in the newsletters are articles that address upcoming maintenance repairs.
- D. Prior to any major work or system shut down, each Housing Manager provides written notice to each household that will be affected, posts notices in the hallways and elevators, also, in some instances, issues follow-up notices.
- E. All housing managers are mandated to attend specification review and pre-bid conferences and other meetings the Modernization Office requires so that they can speak with their residents about the upcoming work.

Survey Question #2: Do you think management provides you information about: the rules of your lease?

- A. The PHA received a score of 66.5%.
- B. At the time each resident signs their initial lease, PHA staff reviews its contents in detail. Upon annual renewal of the lease, an overview is once again given.
- C. In October 2002, the PHA made changes and modifications to the Residential Lease Agreement in the areas of Public Housing Management Charge List, Pet Policy, and Rules and Regulations Residents were encouraged to submit comments.
- D. The PHA has initiated a new policy requiring all residents 18 and over to sign and review the Lease.
- E. Anything new or changed are published in the PHA newsletter and on the PHA website.

Survey Question #3: Do you think management provides you information about meetings and events?

- A. The PHA received a score of 70.5%.
- B. The PHA notifies its residents of meetings, special events and general notices through several processes. Notices of upcoming meetings and/or special events are published in the PHA's Bi-Monthly Newsletter and on the website. Special mailings are sent to residents for notifications of lease revisions and/or policy changes. Flyers are distributed by staff to all households in each development, and also posted in the Manager's Office, Lobby area, Mail Room area, and elevators.
- C. Each Site Manager attends the Monthly Resident Council Meeting to help make residents aware of new PHA initiatives.
- D. The Planning & Grants Department issues door-to-door notices and meets with residents to notify them of all special events that occur at each development.

Survey Question #4: Do you think management is: responsive to your questions and concerns?

- A. The PHA received a score of 64%.
- B. PHA staff will receive training including customer relations, face to face interaction, and good listening skills, to learn to better deal with residents.
- C. The monitoring interaction between staff and residents will be continued to determine the level of professionalism being offered.

Survey Question #5: Do you think management is: courteous and professional with you?

- A. The PHA received a score of 68.5%.
- B. Site Managers, Maintenance Staff, Leasing & Occupancy Staff, and Management Training Staff, have been instructed to be courteous and professional when working with residents.
- C. Management continues to monitor the interaction between staff and residents to observe the level of professionalism being offered.

Survey Question #6: Do you think management is: supportive of your resident/tenant organization?

- A. The PHA received a score of 62%.
- B. The Executive Director continues to have bi-monthly meetings with all Resident Council Presidents to discuss their concerns and to keep them current on PHA projects.
- C. PHA staff continues to meet with resident council representatives on a monthly basis, to review programs and keep them abreast of the planning process for upcoming events, policy changes, updates and fiscal oversight.
- D. The PHA includes the Resident Council in planning Christmas Parties, Beautification Day, Make a Difference Day, Barbecues, Teen Summits, and Women's Conference.
- E. PHA Staff attends the Resident Council Meetings on a regular basis.
- F. The Senior Development Resident Councils continues to work with staff to bring special events and programs into the sites.
- G. The PHA was awarded a Senior ROSS Grant with the Senior Developments' Planning Committee. Programs are currently being developed.
- H. The Resident Council Presidents sit on the PHA's Resident Advisory Board and participate in the planning process.
- I. The Executive Director has designated a staff member to work with the Senior Citizen Resident Councils and residents.
- J. The PHA has several contracts with the Riverside Terrace Development Resident Council for youth and summer programs.
- K. Residents participate in the planning and implementation of William Paterson University's HIV/AIDS awareness program.
- L. A Resident Council President is the current Chairperson on the Board of Commissioners.
- M. Residents participate in the following: Grandparents as Parents, National Blueprint Grant, Housing Counseling, and Employment Training Program.

- N. A Resident Council President is the current Chairperson of the Board of Commissioners.
- O. Residents are encouraged to participate in: Grandparents as Parents group, National Blueprint Grant, Housing Counseling, etc.

NEIGHBORHOOD APPEARANCE

Survey Question #1: How satisfied are you with the upkeep of the following areas in your development; common areas

- A. The PHA received a score of 49%
- B. Tenants are assigned dates to clean the hallways and common areas.
- C. Staff keeping maintenance schedules to keep common areas clean.

Survey Question #2: How satisfied are you with the upkeep of the following areas in your development; exterior of buildings?

- A. The PHA received a score of 59.5 %.
- B. PHA staff have rescheduled clean up of the front and rear of all buildings.
- C. Total Life Program students are assisting with the clean up of the exterior of the buildings.
- D. A Make A Difference Day Event was held with community partners to clean up Riverside Terrace Development.
- E. A Daily Maintenance Program for the grounds is ongoing.
- F. Residents have initiated Resident Clean-Up Days.

Survey Question #3: How satisfied are you with the upkeep of the following areas in your development; parking areas?

- A. The PHA received a score of 58.5%.
- B. PHA staff routinely cleans the parking lots and building exteriors.

Survey Question #4: How satisfied are you with the upkeep of the following areas in your development; recreation areas?

- A. The PHA received a score of 58.5%.
- B. Staff cleans these areas on an ongoing basis.
- C. Staff has been working with the Resident Councils and Youth Programs to develop an anti-litter campaign.
- D. New picnic benches have been constructed.

Survey Question #5: How often, if at all, are any of the following a problem in your development; abandoned cars?

- A. The PHA received a score of 77.5%.

Survey Question #6: How often, if at all, are any of the following a problem in your development; broken glass?

- A. The PHA received a score of 72.8%.

- B. Clean up is done on a regular basis and tenants are encouraged to assist keeping the site in order.

Survey Question #7: How often, if at all, are any of the following a problem in your development; graffiti?

- A. The PHA received a score of 73.4%.
- B. Staff is working to remove graffiti as soon as possible.
- C. The interior is washed and painted.
- D. The exterior is pressure washed and chemically treated to restore the building.
- E. During the PHA's Make A Difference Day Event, graffiti was removed from play areas.

Survey Question #8: How often, if at all, are any of the following a problem in your development; noise?

- F. The PHA received a score of 54.1%.
- G. Residents are encouraged to contact the Manager's Office and identify problem tenants. Local law enforcement officers are made aware of this problem, and speak with the resident.
- H. Continued noise offenders will be fined and if necessary, evicted.
- I. Signage posted-"No Loitering, No Trespassing".

Survey Question #9: How often, if at all, are any of the following a problem in your development; rodents and insects (indoors)?

- J. The PHA received a score of 61.4%.
- K. Extermination is scheduled and completed monthly, and residents are notified in advance.
- L. In special instances where there is an increase in rodents/and or insects, the exterminator is contacted immediately to treat the problem.
- M. Home inspection notices given for poor housekeeping; if not improved, termination notice is given.

Survey Question #10: How often, if at all, are any of the following a problem in your development; trash/litter?

- N. The PHA received a score of 57.9%.
- O. Exterior clean up includes removal of all trash and litter.
- P. Residents are being encouraged not to litter.
- Q. Special clean up events are held at the site and residents get involved.

Survey Question #11: How often, if at all, are any of the following a problem in your development; vacant units?

- R. The PHA received a score of 69%.
- S. All vacant units have been identified, special security locks installed, cleaned out, and are in the process of being rehabilitated.
- T. A special vacant unit team has been established to expedite the turning over of a unit.

SAFETY

Survey Question #1: How safe do you feel; in your unit/home?

- A. The PHA received a score of 64.3%
- B. The Authority is well aware of the residents' safety concerns and has encouraged residents to form resident patrols.
- C. Two Community Relations Officers are assigned to the PHA full time from the Paterson Police Department. They rotate among all the sites, meet with the resident councils and residents, and provide direct services as well as referrals to the Narcotics Division.
- D. The PHA has been working with the Mayor's office to establish police precincts at the two family developments and scattered sites, to be manned 24 hours per day.
- E. Explore with the Resident Councils, using part of their 964 funds to pay stipends and training for resident patrols.
- F. Initiating a meeting with City Council Statutory Committee to develop new police strategies as needed.
- G. Establish a close working relationship with Passaic County Police Task Force for criminal activity, drug, gangs, etc.

Survey Question #2: How safe do you feel in your building?

- A. The PHA received a score of 55.7%.
- B. The PHA has provided new security tv systems in each of the Senior Citizen Developments. The system allows for residents to monitor visitors prior to admitting them into the building.
- C. The Executive Director has ongoing meetings with the Mayor and Chief of Police and Passaic County Task Force to discuss security concerns at each development.
- D. Night Emergency staff are scheduled to check stairwells and landings in the senior developments.
- E. Prepare RFPs for the hiring of a private security firm for all senior developments and Alexander Hamilton Development.
- F. Provide an apartment at the Riverside Terrace Development for the police department to use as a satellite precinct.

Survey Question #3: How safe do you feel in your parking area?

- A. PHA received NS

Survey Question #4: Do you think any of the following contribute to crime in your development; bad lighting?

- A. The PHA received a score of 70.8%.
- B. The PHA's night crew performs exterior light checks for inoperable lights and replaces same, as necessary.
- C. Interior hallway lights are monitored by the building workers and managers on a daily basis.

Survey Question #5: Do you think any of following contribute to crime in your development; broken locks?

- A. The PHA received a score of 75 %.
- B. Lock replacement is ongoing and performed by the maintenance repair staff.
- C. The PHA is under contract with a locksmith company to supply security hardware and apartment entrance services for specialized repairs.
- D. Tenants are charged for intentional lock vandalism.

Survey Question #6, 7, 8: Do you think any of the following contribute to crime in your development; location of housing development, police do not respond, residents don't care.

- A. All received an N/A.

Survey Question #9: Do you think any of the following contribute to crime in your development; resident screening?

- A. The PHA received a score of 70.1%.
- B. The PHA performs criminal background and credit checks on every household member 18 years of age and older prior to lease up. Third party Dept. of Labor checks are being done to detect fraud.
- C. The PHA, in cooperation with the Paterson Police Department, requests random arrest reports on residents believed to be involved in criminal activity.
- D. Sending more cases to the Prosecutor for fraud, criminal activity, and unauthorized tenants.

Survey Question 10#: Do you think any of the following contribute to crime in your development; vacant units?

- A. The PHA received a score of 73.6%.
- B. The PHA has initiated an aggressive plan to identify vacant units and prioritize their repairs for quick lease up. A special clean out team has been established to address the vacant units.
- C. In an effort to expedite their occupancy, residents have been allowed to paint their own units.
- D. Special Vacant Unit Program—Aggressively leasing up units.

Attachment G:

**Community Service
Requirement**

The Housing Authority of the City of Paterson has a HUD approved Community Service Plan that is currently in use.

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 FFY of Grant Approval: (2004)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	0
	1406 Operations	456,759
3	1408 Management Improvements	456,759
4	1410 Administration	228,379
5	1411 Audit	0
6	1415 Liquidated Damages	0
7	1430 Fees and Costs	91,000
8	1440 Site Acquisition	0
9	1450 Site Improvement	790,000
10	1460 Dwelling Structures	185,000
11	1465.1 Dwelling Equipment-Nonexpendable	0
12	1470 Nondwelling Structures	0
13	1475 Nondwelling Equipment	0
14	1485 Demolition	0
15	1490 Replacement Reserve	0
16	1492 Moving to Work Demonstration	0
17	1495.1 Relocation Costs	0
18	1498 Mod Used for Development	0
19	1502 Contingency	0
20	Amount of Annual Grant (Sum of lines 2-19)	2,283,795
21	Amount of line 20 Related to LBP Activities	0
22	Amount of line 20 Related to Section 504 Compliance	0
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	0

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

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
NJ21-1 Riverside Terrace Development	<p style="text-align: center;"><u>Fees & Costs</u></p> <p>Utility Distribution Tree Trimming Apartment Painting Upgrade Maintenance Shop Rehab. – Fire Escapes Physical Needs Assessment</p>	1430	<p style="text-align: right;">\$91,000</p> <p style="text-align: right;">\$40,000 3,000 3,500 2,500 7,000 35,000</p>

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
NJ21-1 Riverside Terrace Development	<p style="text-align: center;"><u>Site Improvements</u></p> Utility Distribution Tree Trimmings	1450	<p style="text-align: right;">\$790,000</p> 750,000 40,000
	<p style="text-align: center;"><u>Dwelling Structures</u></p> Apartment Painting Upgrade Maintenance Shop Rehab. – Fire Escapes	1460	<p style="text-align: right;">\$185,000</p> 50,000 35,000 100,000
PHA Wide	Operations	1406	\$456,759
PHA Wide	Management Improvements	1408	\$456,759
PHA Wide	Administration	1410	\$228,379

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
PHA Wide	Office of Executive Director – Salary Benefits – 35%	1406	50,000 17,500
	Dept. of Planning & Grants – Salary Benefits – 35%		30,000 10,500
	Dept. of Administration/Finance-Salary Benefits – 35%		57,830 20,240
	Dept. Leasing & Occupancy – Salary Benefits – 35%		35,000 12,250
	Legal Fees		50,000
	Non Routine Expenditures:		
	Extraordinary Maintenance		25,000
	Replacement of Equipment		30,000
Vacant Unit Preparation (1)	71,189		
TOTAL:		\$456,759	

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
PHA Wide	Boiler Preventive Maintenance	1408	49,322
	Benefits – 35%		17,263
	Tenant Integrity Investigator		10,324
	Benefits – 35%		3,613
	Data Entry Clerk		14,468
	Benefits – 35%		5,064
	Asst. Purchasing Agent		16,226
	Benefits – 35%		5,679
	Site Security – PHA Wide		105,300
	Elevator Preventive Maintenance		31,200
Computerization – Software	78,000		
Tenant Services	101,400		
Staff & Commissioner Training	15,000		
Background Checks – Screening of			
Tenants & Applicants	3,900		

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
PHA Wide	Director of Mod & Development Salary Benefits - 35%	1410	35,491 12,422
	Modernization Specialist Salary Benefits - 35%		17,244 6,035
	Modernization Clerk Stenographer Sal. Benefits - 35%		27,150 9,503
	Modernization Inspector Salary Benefits - 35%		26,698 9,344
	Director of Admin. & Finance Salary Benefits - 35%		16,982 5,944
	Principal Accountant Salary Benefits - 35%		14,093 4,930
	Principal Account Clerk Salary Benefits - 35%		31,513 11,030
	TOTAL:		\$228,379

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)
NJ21-1	9/30/05	9/30/06
NJ21-3	9/30/05	9/30/06
NJ21-9	9/30/04	9/30/05

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
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>
NJ21-1	300 family	See Attached Information	-	-	-	-	-	-
NJ21-3	498 Family	“	-	-	-	-	-	-
NJ21-6-1	96 Senior	“	-	-	-	-	-	-
NJ21-6-2	96 Senior	“	-	-	-	-	-	-
NJ21-7	112 Senior	“	-	-	-	-	-	-
NJ21-8	100 Senior	“	-	-	-	-	-	-
NJ21-9	188 Senior	“	-	-	-	-	-	-
NJ21-10	100 Senior	“	-	-	-	-	-	-
NJ21-12	20 Family	“	-	-	-	-	-	-
NJ21-14-16	137 Family	“	-	-	-	-	-	-