OMB Approval No: 2577-0226
(exp. 02/28/2006)

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: HOUSING AUTHORITY OF GLOUCESTER COUNTY

PHA Number: NJ 204

PHA Fiscal Year Beginning: (mm/yyyy) 01/2004

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)

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5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

☒ The PHA's mission is: (state mission here)

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

PHILOSOPHY OF THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

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

B. Goals

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

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

☐ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
- ☐ Reduce public housing vacancies:

- ☐ Leverage private or other public funds to create additional housing opportunities:
- ☐ Acquire or build units or developments
- ☐ Other (list below)

☐ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHAS score)
- ☐ Improve voucher management: (SEMAP score)
- ☐ Increase customer satisfaction:
- ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- ☐ Renovate or modernize public housing units:
- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

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

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

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

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

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

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☐ Provide or attract supportive services to improve assistance recipients' employability:
- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

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

☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

Other PHA Goals and Objectives: (list below)

FIVE-YEAR GOALS
AS ESTABLISHED FOR 2000 AGENCY PLAN
AND AMENDED FOR 2004

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

Objectives:

1. HUD shall recognize the Housing Authority as a standard performer by December 31, 2002.

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2. HUD shall recognize the Housing Authority as a high performer by December 31, 2004.

3. The Intake Department shall provide sufficient files to the Property Manager to fill the number of vacancies expected over a sixty-day period on average by December 31, 2000.

4. The Authority shall develop one new marketing tool for Carino Park Apts. By December 31, 2001.

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

Objectives:

1. HUD shall recognize the Housing Authority as a standard performing agency by December 31, 2002.

2. HUD shall recognize the Housing Authority as a high performing agency by December 31, 2004.

3. The Housing Authority shall achieve and sustain a utilization rate of 97% by December 31, 2004, in its tenant-based program.

4. Close the waiting list for the Section 8 Housing Choice Voucher Program as of January 2004.

5. The Housing Authority shall establish a system to monitor concentration of units by December 31, 2000, and consider actions, such as increases in the payment standard, needed to provide housing opportunities outside areas of low income concentration.

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

Objectives:

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

2. Implement a new housing program benefiting the disabled by December 31, 2002.

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

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

Objectives:

1. Implement a recreational/educational program for youth by December 31, 2000 and two programs by December 31, 2002.

2. Implement a system for regular communication between Commissioners, residents and staff by December 31, 2000.

3. Implement a cooperative relationship with an organization in the County providing self sufficiency services to Housing Authority assisted families by December 31, 2000; a second cooperative relationship by December 31, 2003.

4. Implement a system to facilitate recreational/educational/social opportunities for elderly and disabled residents by December 31, 2000.

FIVE-YEAR GOALS
AS ESTABLISHED FOR 2000 AGENCY PLAN
STATEMENT OF PROGRESS AS OF AUGUST 2003

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

Objectives:

1. HUD shall recognize the Housing Authority as a standard performer by December 31, 2000. **STATUS** – HAGC received an advisory score of 91.3 out of 100 for Fiscal Year 1999. This qualifies for high-performer status but is advisory. For the year ended 12/31/01 the PHAS score was 91 points. HAGC scored 95 points on the 12/31/02 PHAS submission. HUD has recognized HAGC as a high performer each year.

2. HUD shall recognize the Housing Authority as a high performer by December 31, 2004. **STATUS** – See 1. above.

3. The Intake Department shall provide sufficient files to Property Management to fill the number of vacancies expected over a sixty-day period on average by December 31, 2000. **STATUS** - HAGC averages 5 to 7 vacancies per month in properties managed. The Intake Department has furnished 175 applicants to Property Management in fiscal year 2000. For fiscal year 2001, 153 applicants were furnished to Property Management.. For the year ended 12/31/02 HAGC furnished 175 files to Property Management. From January to June 2003 the Intake Department furnished 116 files to Property Management. This objective was met in 2000, 2001, 2002, and the first 6 months of 2003. However, periodic problems still occur with filling vacancies at Carino Park and other properties located in the southern part of the County.

4. The Authority shall develop one new marketing tool for Carino Park Apts. by December 31, 2001. **STATUS** – The Authority has requested that applicants of the Public Housing Program express an interest in the community in which they would prefer to live. Offers of available units located in the communities are made first to those approved applicants who expressed a preference to reside in that community. The Authority constructed a passive recreation area using Capital Funds at Carino Park Apts. The Resident Relations Coordinator is working with Carino Park residents to develop recreational, social, and educational activities.

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

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Expires: 03/31/2002

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

Objectives:

1. HUD shall recognize the Housing Authority as a standard performing agency by December 31, 2002. **STATUS** - HUD announced on July 12, 2000 that Section 8 agencies would be rated in accordance with the SEMAP criteria beginning with those agencies with a fiscal year ending June 30, 2000. For the SEMAP report submitted for fiscal year ended December 31, 2000, 2001, and 2002 HUD issued a score of 135, 135, and 133 points, respectively. This qualifies HAGC as a High Performer each of the 3 years.

2. HUD shall recognize the Housing Authority as a high performing agency by December 31, 2004. **STATUS** – see above.

3. Housing Authority shall achieve and sustain a utilization rate of 97% by December 31, 2004, in its tenant-based program. **STATUS** – The utilization rate for the year ended 12/31/02 was 97.16%. The year to date utilization rate, as of 6/30/03, was 96.44%. These percentages include the 100 HCV's awarded in 9/01 and 30 HCV's awarded in 1/03. Although HAGC met this objective in 2002 and appears as though it will meet it in 2003, HAGC has been experiencing difficulties in leasing do to the income targeting requirement. Applicants indicate they are extremely-low income on the pre-application. When HAGC interviews the applicants, because they have reached the top of the waiting list, HAGC learns that they are above the extremely-low income limit. Furthermore, HAGC's waiting list has grown to a point where managing the list is taking time away from leasing. **RECOMMENDATION** – Add a new objective to close the waiting list for the Section 8 Housing Choice Voucher Program as of January 2004.

4. The Housing Authority shall establish a system to monitor concentration of units by December 31, 2000, and consider actions, such as increases in the payment standard, needed to provide housing opportunities outside areas of low income concentration. **STATUS** – The HAGC has developed two reports that are very useful in monitoring the concentration of units. HAGC has increased the payment standard to 110% of the Fair Market Rent in an effort to increase the opportunities to locate affordable housing outside areas of low income concentration. The reports indicate a downward trend in areas where there are concentrations since the HAGC has started increasing in the payment standard.

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

Objectives:

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

2. Implement a new housing program benefiting the disabled by December 31, 2002. **STATUS** – During fiscal year ending December 31, 2000, the Authority applied for and HUD awarded 34 additional vouchers under the FY 2000 NOFA. Five of the 34 vouchers are designated for disabled families and one is designated for disabled families covered by the Medicaid Waiver Program. In fiscal year ending December 31, 2001, the Authority applied for and HUD awarded an additional 100 vouchers under FY 2001 NOFA. Fifteen of these vouchers are designated for disabled families and three are designated for disabled families covered under the Medicaid Waiver Program. HAGC maintains 100% utilization of the disabled vouchers. HAGC is not able to lease up the Medicaid Waiver Vouchers as there have not been any eligible applicants.

3. Implement a new housing program benefiting the elderly by December 31, 2004. **STATUS** – HAGC has agreed to enter into a contract as the managing agent of a seniors' building that is still in the development phase. HAGC assisted the faith based coalition sponsor, of the proposed development, in preparing the Section 202 application for funding. HUD has awarded $7,166,100 to the faith based coalition in response to the application. The faith based coalition, in conjunction with the HAGC, are still securing the gap financing as of this writing.

In April 2002 the Board of Commissioners passed a Resolution that permits the Authority to Project-Base up to 150 HCV's. HAGC passed a resolution, after publishing a request for proposals, to award the contract. HAGC is still waiting to hear from the project owner.

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

Objectives:

1. Implement a recreational program for youth by December 31, 2000, and two programs by December 31, 2002. **STATUS** – HAGC provides financial support to the National Youth Sports Program operated by the Gloucester County College as well as outreach to youth living in housing assisted by HAGC in the years 2000, 2001, and 2002. Additionally, the Authority mailed letters from the Director of the Gloucester County Workforce Investment Board to eligible HAGC participants inviting family members who are 16 – 21 years of age to participate in "Community Youth Mapping" in 2001 and 2002. In June 2003, HAGC performed a special mailing to the parents of eligible children to participate in the Woodbury Public School's summer program.

2. Implement a system for regular communication between the Commissioners, residents and staff by December 31, 2000. **STATUS** – The Chairman of the Board of Commissioners appointed a Resident Relations Committee in 2000. The Chair is a resident of Colonial Park Apartments. The Committee Chair has met with resident leaders and reports to the full Board each month. The Housing Authority formed a Resident Advisory Board in 1999, 2000, 2001, 2002, and 2003 to provide resident guidance on the development and update of the Agency and Annual Plans.

3. Implement a cooperative relationship with an organization in the County providing self sufficiency services to the Housing Authority assisted families by December 31, 2000; a second cooperative relationship by December 31, 2003. **STATUS** - The Housing Authority committed 30 vouchers to the Gloucester County Board of Social Services to support their Work First New Jersey program in March 1999. As of December 31, 2000, 30 WFNJ vouchers were leased. The Authority designated an additional 50 vouchers for

the homeless on January 31, 2001. These HCV's remain 100% utilized as of June 30, 2003. Also, see Objective 1.

4. Implement a system to facilitate recreation/educational/social opportunities for elderly and disabled residents by December 31, 2000. **STATUS** –The Housing Authority formally recognized resident organizations at its two public housing elderly high-rises. The two organizations submitted budgets for funding various activities. Funds were committed. The residents have organized several activities such as chair volleyball, shuffleboard, cards, educational seminars, socials, and trips to the shore. The Resident Relations Coordinator is actively working with the formally recognized and other groups to promote a variety of such activities.

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

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

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

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

iii. Annual Plan Table of Contents
[24 CFR Part 903.7 9 (r)]
Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

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

Required Attachments:

☒ Admissions Policy for Deconcentration
☒ FY 2004 Capital Fund Program Annual Statement - ESTIMATE
☐ Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
X PET POLICY
X COMMUNITY SERVICE
X RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD – SEE PAGE 53
X STATEMENT OF PROGRESS IN MEETING THE 5-YEAR PLAN MISSION AND GOALS IS INCLUDED WITHIN THE BOCY OF THE 5-YEAR PLAN
X ANNUAL STATEMENTS/PERFORMANCE & EVALUATION REPORTS FOR 2001 & 2002 GRANT YEARS and FINAL REPORT 2000 GRANT YEAR
X REQUIRED VOLUNTARY CONVERSION INITIAL ASSESSMENT

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) THE RESIDENT ADVISORY BOARD COMMENTS ARE INCLUDED IN THE PHA PLAN TEXT
☐ Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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 Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/*99 Quality Housing and Work Responsibility Act Initial Guidance; Notice* and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents ☒ 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 ☐ check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
X	Section 8 rent determination (payment standard) policies ☒ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X SEE * BELOW	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures ☐ check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures ☐ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program ☒ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (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	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	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	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary) b. ONE STRIKE & YOU'RE OUT POLICY c. EQUAL HOUSING OPPORTUNITY PLAN d. EMERGENCY RESPONSE/DISASTER POLICY e. STATEMENT CONCERNING DECONCENTRATION OF POVERTY IN PH UNITS OPERATED BY THE HAGC f. RELOCATION POLICY g. DATA RECOVERY PLAN h. INVESTMENT POLICY i. CHECK SIGNING POLICY j. DISPOSITION POLICY k. PROCUREMENT POLICY l. PERSONNEL & TRAVEL POLICY m. DRUG FREE WORKPLACE POLICY	
*	POLICY REGARDING THE ERADICATION OF PEST INFESTATION IS NOT DONE – THE AUTHORITY IS WAITING FOR RULES/REGULATIONS TO BE PUBLISHED	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2703	5	5	5	N/A	2	N/A
Income >30% but <=50% of AMI	1919	5	5	5	N/A	2	N/A
Income >50% but <80% of AMI	1656	3	4	3	N/A	2	N/A

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Elderly	1766	4	2	4	N/A	1	N/A
Families with Disabilities	4691	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity BLACK	1192	5	5	5	N/A	N/A	N/A
Race/Ethnicity HISPANIC	137	5	5	5	N/A	N/A	N/A
Race/Ethnicity OTHER	44	5	5	5	N/A	N/A	N/A
Race/Ethnicity							

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

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2005

☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset

☐ American Housing Survey data
Indicate year:

☐ Other housing market study
Indicate year:

☐ Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) ☒ Section 8 tenant-based assistance ☐ Public Housing ☐ Combined Section 8 and Public Housing ☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover

Housing Needs of Families on the Waiting List			
Waiting list total	4304		279
Extremely low income <=30% AMI	723	78%	
Very low income (>30% but <=50% AMI)	764	20%	
Low income (>50% but <80% AMI)	72	2%	
Families with children	2611	63%	
Elderly families	313	7%	
Families with Disabilities	1705	24%	
Race/ethnicity WHITE	2605	46%	
Race/ethnicity BLACK	2781	53%	
Race/ethnicity AMER IND	50	1%	
Race/ethnicity HISPANIC	382	7%	
Race/ethnicity ASIAN	22	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? ☒ No ☐ Yes As of the date the 2004 Agency Plan is submitted the S8 waiting list is open. HAGC plans to close the S8 waiting list effective 1/1/04. HAGC will reopen the S8 wait list once every 3-4 months for one week at a time. If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
☐ Section 8 tenant-based assistance
☒ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	2104		42
Extremely low income <=30% AMI	1615	77%	
Very low income (>30% but <=50% AMI)	424	20%	
Low income (>50% but <80% AMI)	64	3%	
Families with children	1706	81%	
Elderly families	84	4%	
Families with Disabilities	369	18%	
Race/ethnicity WHITE	973	46%	
Race/ethnicity BLACK	1124	53%	
Race/ethnicity	14	.6%	

Housing Needs of Families on the Waiting List			
AMER IND			
Race/ethnicity HISPANIC	178	8%	
Race/ethnicity ASIAN	10	.4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	174	8%	
2 BR	1547	73%	
3 BR	372	18%	
4 BR	11	1%	
5 BR	0	0%	
5+ BR			

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

If yes:

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

Does the PHA expect to reopen the list in the PHA Plan year? ☐ No ☐ Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No ☐ Yes

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

☒ Reduce turnover time for vacated public housing units

☐ Reduce time to renovate public housing units

☐ Seek replacement of public housing units lost to the inventory through mixed finance development

☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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

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

Strategy 2: Increase the number of affordable housing units by:
Select all that apply

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

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

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

Strategy 1: Target available assistance to families at or below 30 % of AMI
Select all that apply

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

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:
Select all that apply

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

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

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

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

Strategy 2: Conduct activities to affirmatively further fair housing
Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2000 grants)**		
a) Public Housing Operating Fund	715,000	
b) Public Housing Capital Fund	440,939	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
e) Annual Contributions for Section 8 Tenant-Based Assistance	12,500,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
PRIOR YEAR CAPITAL FUND	530,000	PH CAPITAL IMPROVEMENTS
3. Public Housing Dwelling Rental Income	712,000	PH MAINTENANCE & MANAGEMENT
4. Other income (list below)		
PH INVESTMENT INCOME	14,000	PH MANAGEMENT
PH ENTREPRENEURIAL ACTIVITIES	23,000	PH MANAGEMENT
S8 INVESTMENT INCOME	12,000	S8 ADMINISTRATION
S8 ADMINISTRATIVE SERVICES	8,000	S8 ADMINISTRATION
4. Non-federal sources (list below)		
Total resources	1,954,939	

WE SPECIFICALLY RESERVE THE RIGHT TO CHANGE THIS FINANCIAL RESOURCES STATEMENT BASED ON INFORMATION OBTAINED AFTER

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

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

☒ When families are within a certain number of being offered a unit: (state number) FOR PROJECT 204-1 ONLY – APPROXIMATELY 5 APPLICANTS

☒ When families are within a certain time of being offered a unit: (state time) FOR PROJECTS 204-3 AND 204-4 ONLY – APPROXIMATELY 3 MONTHS

☐ Other: (describe)

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

☒ Criminal or Drug-related activity

☒ Rental history

☒ Housekeeping

☒ Other (describe) CREDIT/CRIMINAL/LANDLORD-TENANT REPORTS FROM COMMERCIAL SOURCES

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

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

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

(2)Waiting List Organization

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

☒ Community-wide list

☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☒ Other (describe)

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

ASSIGNMENT POLICIES

1. **It is the intention of this Assignment Policy to maximize the use of Public Housing Units and to reduce vacancy loss.**

2. **Once the applicants have been determined eligible by the Intake Department, the Intake Supervisor, or her designee, shall forward the files to the AHO Department. The AHO Department shall make offers to eligible applicants generally in the order the files were received by the AHO Department. The date and time of application function as a tiebreaker for all files received on the same day.**

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

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

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

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

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

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

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

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

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

b) If there is only one location at which a suitable a vacancy exists, the applicant shall be offered a unit at that location and if he/she rejects such offer, he/she shall be given a second offer of a suitable vacancy as soon as one becomes available. If he/she rejects the second offer he/she shall be moved to the bottom of the waiting list.

c) If the applicant is willing to accept the unit offered, but is unable to move at the time of the offer, and presents clear evidence of the inability to move to the Authority's satisfaction, refusal of the offer shall not count as one of the number of allowable refusals permitted the applicant before placing his/her name at the bottom of the waiting list.

d) If an applicant presents to the satisfaction of the Authority clear evidence that the acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap that is not related to considerations of race, color, or national origin; but is related to items such as inaccessibility to source of employment, children's day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before placing his/her name at the bottom of the waiting list.

2. Prospective tenants will also be assigned to dwelling units in accordance with Exhibit 4, "Plan for Designating Deptford Park Apartments (NJ 204-4) and Carino Park Apartments (NJ204-3) for Occupancy by Elderly and Near-Elderly Disabled Households Exclusively HUD Notices PIH 97-12 and 2002-12, March 9, 2003 through March 9, 2005."

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

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

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

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

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

☒ PHA main administrative office

☐ PHA development site management office

☒ Other (list below)

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

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

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

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

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

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
   ☐ PHA main administrative office
   ☐ All PHA development management offices
   ☐ Management offices at developments with site-based waiting lists
   ☐ At the development to which they would like to apply
   ☐ Other (list below)

(3) Assignment

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

☐ One
☒ Two
☐ Three or More

b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types? FOR PUBLIC HOUSING

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families

☒ Residents who live and/or work in the jurisdiction
☐ Those enrolled currently in educational, training, or upward mobility programs
☐ Households that contribute to meeting income goals (broad range of incomes)
☒ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" 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)
2☐ Households that contribute to meeting income requirements (targeting)
☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

HAGC ONLY HAS 1 FAMILY DEVELOPMENT WHICH IS COMPRISED OF 62 SCATTERED SITE HOMES, LOCATED IN VARIOUS MIDDLE INCOME NEIGHBORHOODS THROUGHOUT THE COUNTY.

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

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

☐ Adoption of site-based waiting lists
If selected, list targeted developments below:

☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

☐ Other (list policies and developments targeted below)

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

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

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

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

☒ Not applicable: results of analysis did not indicate a need for such efforts
PLEASE REFER TO COMMENT IN (6)a
☐ List (any applicable) developments below:

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

☒ Not applicable: results of analysis did not indicate a need for such efforts
PLEASE REFER TO COMMENT IN (6)a
☐ List (any applicable) developments below:

B. Section 8

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

(1) Eligibility

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

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

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

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

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

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

☐ Criminal or drug-related activity

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

(2) Waiting List Organization

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

☒ None

☐ Federal public housing

☐ Federal moderate rehabilitation

☐ Federal project-based certificate program

☐ Other federal or local program (list below)

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

☒ PHA main administrative office

☒ Other (list below)

HAGC plans to close the S8 HCV waiting list effective 1/1/03. HAGC will accept applications into the S8 HCV Program for one week every 3 to 4 months. During the week when the HAGC is accepting applications for the S8 HCV Program, they will be accepted as follows.

1. BY MAIL
2. REMOTE SITES OWNED/MANAGED BY THE AUTHORITY:
   (a)CARINO PARK APTS.
   100 CHESTNUT STREET
   WILLIAMSTOWN, NJ
   (b)COLONIAL PARK APTS.
   401 S. EVERGREENAVENUE
   WOODBURY, NJ

3. INTERNET

(3) Search Time

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

If yes, state circumstances below: UPON THE WRITTEN REQUEST OF THE FAMILY, THE AUTHORITY WILL GRANT AN ADDITIONAL 60 DAYS FOR THE FAMILY TO SEARCH FOR A UNIT.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

☐ Those previously enrolled in educational, training, or upward mobility programs
☐ Victims of reprisals or hate crimes
☐ Other preference(s) (list below)

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

2 Date and Time

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

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
☒ Date and time of application
☐ Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)
☒ This preference has previously been reviewed and approved by HUD

☐ The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)
☒ The PHA applies preferences within income tiers
☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
☒ The Section 8 Administrative Plan
☒ Briefing sessions and written materials
☐ Other (list below)

n. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
☐ Through published notices
☒ Other (list below)
THE AUTHORITY ANNOUNCES THE AVAILABILITY OF SPECIAL PURPOSE SECTION 8 PROGRAMS TO THE PUBLIC THROUGH WRITTEN COMMITMENTS WITH THE LOCAL SERVICE PROVIDERS AND IDRECT COUNSELING TO THE APPLICANTS WHO FIT THE SPECIAL PURPOSE CATEGORIES.

4. PHA Rent Determination Policies
[24 CFR Part 903.7 9 (d)]

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

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

a. Use of discretionary policies: (select one)

☒ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare

rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

☒ $0
☐ $1-$25
☐ $26-$50

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

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

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

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

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

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

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

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

☐ For household heads
☐ For other family members
☐ For transportation expenses

☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☒ No

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

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

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

☐ Market comparability study
☐ Fair market rents (FMR)
☐ 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 (list below)

f. Rent re-determinations:

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

☐ Never
☐ At family option
☐ Any time the family experiences an income increase

☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
☒ Other (list below)

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies**.**

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

☐ At or above 90% but below100% of FMR
☐ 100% of FMR
☒ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
☒ Reflects market or submarket
☒ To increase housing options for families
☐ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)
☐ Annually
☒ Other (list below) THE EXECUTIVE DIRECTOR MONITORS THE ADEQUACY OF THE PAYMENT STANDARD ON AN ONGOING BASIS (USUALLY MONTHLY).

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
☒ Success rates of assisted families
☒ Rent burdens of assisted families
☒ Other (list below)

(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	262	42*
Section 8 Vouchers	1427	279*
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	26	3
Special Purpose Section 8 Certificates/Vouchers (list individually)		
1. WFNJ Participants, Community Mental Health, & Families in transitional housing programs	100	16*
2. Families receiving emergency rental assistance & Imminently homeless families	75	12*
3. WJNJ & Community Mental Health	34	5*
4. Volunteers of America & Families receiving emergency rental assistance	25	4*
5. Disabled non-elderly families	130	21*

6. Disabled Families 7. Disabled Families covered under the Medicaid Waiver Program 8. Families displaced by the Department of Economic Development for Gloucester County 9. Homeless Veterans	20 0 5 5	3* 1* 1* 1* *ESTIMATE
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N

C. Management and Maintenance Policies

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

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

a) PUBLIC HOUSING ADMISSIONS & CONTINUED OCCUPANCY POLICY
b) EQUAL HOUSING OPPORTUNITY PLAN
c) ONE STRIKE & YOU'RE OUT POLICY
d) STATEMENT CONCERNING DECONCENTRATION OF POVERTY IN PH UNITS OPERATED BY THE HAGC
e) EMERGENCY RESPONSE/DISASTER POLICY
f) DATA RECOVERY PLAN
g) INVESTMENT POLICY
h) CHECK SIGNING POLICY
i) DISPOSITION POLICY
j) PROCUREMENT POLICY

k) GRIEVANCE PROCEDURES POLICY
l) PET POLICY
m) HAGC MAINTENANCE POLICY (DOES NOT INCLUDE THE ERADICATION OF PEST INFESTATION BECAUSE HUD HAS NOT PUBLISHED REGULATIONS AS OF THE SUBMISSION OF THIS DOCUMENT)

(2) Section 8 Management: (list below)

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:
THE GRIEVANCE PROCEDURES POLICY AND ONE STRIKE & YOU'RE OUT POLICY ARE ON DISPLAY AT THE AUTHORITY

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

☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition ☐ Disposition ☐
3. Application status (select one) Approved ☐ Submitted, pending approval ☐ Planned application ☐
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) ☐ Part of the development ☐ 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: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly ☐ Occupancy by families with disabilities ☐ Occupancy by only elderly families and families with disabilities ☐
3. Application status (select one) Approved; included in the PHA's Designation Plan ☐ Submitted, pending approval ☐ Planned application ☐
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
5. If approved, will this designation constitute a (select one) ☐ New Designation Plan ☐ Revision of a previously-approved Designation Plan?
6. Number of units affected: 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? ☐ Assessment underway ☐ Assessment results submitted to HUD ☐ Assessment results approved by HUD (if marked, proceed to next question) ☐ Other (explain below)
3. ☐ Yes ☐ 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) ☐ Conversion Plan in development ☐ Conversion Plan submitted to HUD on: (DD/MM/YYYY) ☐ Conversion Plan approved by HUD on: (DD/MM/YYYY) ☐ 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: ☐ HOPE I ☐ 5(h) ☐ Turnkey III ☐ Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) ☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ 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) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

Section 8 Housing Choice Voucher Homeownership Option

1. Family Eligibility

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

2. Minimum Income Requirement

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

3. Employment Requirement

   a. One or more adult family members must be currently employed on a full-time basis (not less than 30 hours per week) and continuously employed full-time for the past year.
   b. The Authority will consider an exemption to the employment requirement for an elderly or disabled family if needed as a reasonable accommodation.

4. Other Requirements

   a. The Authority will not approve assistance if any member has previously defaulted on a mortgage under the Section 8 HCV homeownership option.
   b. The Authority shall provide a preference to families participating in the FSS Program, however, shall not limit the participation to such families.
   c. The Authority shall require all eligible families satisfactorily complete budget and credit counseling. Additionally, eligible families must repair their credit where determined necessary by the Authority, before participating in the homeownership option. The family must be able to qualify for a mortgage.
   d. Eligible families must attend and satisfactorily complete pre-assistance homeownership counseling.

5. Finding a Home

a. The Authority shall require the family to provide monthly reports on the family's progress.
b. The Authority shall allow the family one year to search for a suitable home. If the family has not located a suitable home within a year the Authority will issue a voucher to the family.

6. Eligible Units

a. All units must pass a Housing Quality Standards (HQS) Inspection prior to commencement of homeownership assistance. Additionally, they will be subject to annual HQS Inspections during the course of the homeownership assistance.
b. In order to assess the adequacy and life span of major systems, appliances, and other structural components and identify potential problems, an independent professional inspector selected and paid for by the family must perform an inspection of the unit. The Executive Director, or his designee, shall establish qualification standards for independent inspectors. The Authority has the discretion to disapprove the unit based on information in the inspection report. The independent inspection must not be performed by an employee of the Authority or any other person under the control of the Authority.
c. Units under construction or existing at the time the Authority determines the family eligible for homeownership assistance may be eligible.
d. The Authority shall disapprove a unit if it has been notified that the seller is debarred, suspended or subject to a limited denial of participation under CFR Part 24.

7. Contract of Sale

a. The family must provide the Authority with a copy of the contract of sale.
b. The contract of sale must:
    1. Specify the price and terms of sale.
    2. Provide for the prepurchase inspection arranged by the purchaser.
    3. Provide the purchaser is not obligated to purchase the unit unless the inspection is satisfactory.
    4. Provide that the purchaser is not obligated to pay for any necessary repairs.
    5. Certify that the seller is not debarred, suspended, or subject to a limited denial of participation.

8. Financing

a. Funds from the Section 8 HCV Program may not be used to assist with financing costs, including down payments and closing costs.
b. The family is responsible for obtaining financing. The Authority will develop partnerships with lenders and provide guidance to the family, but will not require a specific lender.
c. The Authority shall prohibit the following types of financing.
    1. Seller financing;
    2. Balloon payment mortgages.

9. Homeownership Assistance Payments

a. The Authority shall make monthly payments directly to the lender.
b. For the purposes of determining homeownership assistance payments, the Authority shall consider the following as homeownership expenses.
    1. Monthly mortgage (principal plus interest);
    2. Monthly real estate taxes (annual amount divided by 12 months);

3. Monthly utilities (based on the Authority's Utility Allowance Worksheet). Monthly water & sewer. (Utilities shall not include telephone or cable expenses.)
4. Monthly homeowners insurance (annual premium divided by 12 months).
5. Cooperative or condominium fees that are not elective (for example a pool membership is not included).

c. The affordability limitation of 40% of adjusted monthly income does not apply to homeownership families.

10. Continued Assistance

a. In order to remain eligible for continued assistance, the family must do the following.
1. Occupy the home as the family's sole residence;
2. Comply with mortgage terms;
3. Report changes in family composition to the Authority;
4. Comply with the family obligations of the HCV Program;
5. Supply information as required by the Authority concerning refinancing or payment of debt; sale or transfer of any interest in the home; or homeownership expenses;
6. Notify the Authority before moving out of the home and of any mortgage default;
7. Comply with any additional Authority requirements, such as ongoing counseling and HQS Inspections; and
8. Execute a written statement that the family agrees to comply with all family obligations for homeownership assistance.

b. In order to remain eligible for continued assistance, the must not do the following.
1. Sublet or lease the home;
2. Acquire ownership interest in a second residence or any other residential property.

11. Move with Continued Assistance

a. The family may move with continued assistance provided (homeownership or rental) provided they are in good standing. The Authority will not commence continued assistance of a new unit if any family member owns title or any other interest in the prior home.
b. The Authority shall only approve one move during any one-year period.
c. For continuation of assistance in a new unit, the family must meet all initial eligibility requirements except for the first-time homeowner requirement. The Authority will determine on a case by case basis if additional counseling is required.

12. Portability

a. The Authority shall follow the general rules governing portability. The receiving PHA must be administering a homeownership HCV Program and must be accepting new homeownership families.

13. Time Limits

a. If the initial mortgage is 20 years or more, the maximum term of homeownership assistance is 15 years. In all other cases, the term shall be 10 years.
b. The time limits do not apply to families that qualified as elderly at the start of the homeownership assistance or to families that qualify as disabled at any time during the homeownership assistance.

c. Should the family cease to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date the assistance commenced. In no case shall the assistance be less than 6 months from the date of initial purchase.

d. Time limits shall be applied from the date of initial purchase, regardless of whether the family moves to a new unit.

14. Denial or Termination

a. The common terms of denial or termination of the Section 8 HCV Program, which includes the homeownership option, are described in Section C. Issuing and Denying Assistance, of this document.

b. In the event of a mortgage default the Authority must terminate assistance and not allow the family to move with continued assistance, including rental assistance.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 03/24/99

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

SECTION 8 INTERIM REEXAMINATION POLICY AND PUBLIC HOUSING INTERIM REEXAMINATION POLICY

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 08/04/03)
Public Housing	1	6
Section 8	44	54

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 BY TELEPHONE AND MAIL
☐ Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Current Crime Prevention Activities

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

1. Tracking crime and crime-related problems and reporting incidents of criminal activity to the appropriate Police department.

2. Adopting and implementing procedures that screen out and deny admission to specific applicants. Admission is denied to applicants who:

1) Have a recent history of criminal activity involving crimes to persons or property and/or other criminal acts that would adversely affect the health, safety or welfare of other residents or Housing Authority staff.

2) Were evicted, because of drug-related criminal activity for a minimum of a three-year period beginning on the date of such eviction, unless the applicant has successfully completed, since the eviction, a rehabilitation program approved by the Housing Authority.

3) The Authority has reasonable cause to believe is illegally using a controlled substance.

4) The Authority has reasonable cause to believe abuses alcohol in a way that causes behavior that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or Authority staff.

5) Were convicted of manufacturing or producing methamphetamine, for life, on or near the Public Housing premises.

1. Adopting and implementing lease enforcement policies and procedures that include eviction of any resident and/or family members or other occupants of the leaseholder's household who:

   1) Engages in any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises by other residents or Housing Authority staff.

   2) Engages in drug-related criminal activity, including permanently barring tenancy for residents who are convicted of manufacturing or producing methamphetamine on or near the Public Housing premises.

   3) Abuses alcohol in a way that causes behavior that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents or Housing Authority staff.

4. The Authority has adopted and strictly enforces the "One Strike & You're Out Policy" which is included as part of this policy by reference and inclusion in the "Agency Plan".

5. In Projects 204-3 and 204-4, the Authority requires that all vehicles parked in the parking lot be registered with the Authority, as evidenced by a numbered decal on the vehicle.

CURRENT SAFETY RELATED PROCEDURES

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

1. The Affordable Housing Operations Department provides orientation for all three Public Housing Projects regarding fire prevention and general safety procedures.

2. The building Superintendents for Projects 204-3 and 204-4 perform monthly inspections of the fire pumps, fire extinguishers and fire alarm systems, and perform monthly fire drills

.

3. The building Superintendents for Projects 204-3 and 204-4 perform monthly tests of the emergency nurse call system.

4. The building Superintendents for Projects 204-3 and 204-4 perform weekly tests of the emergency generation systems.

5. The building Superintendents perform tests of the sprinkler systems annually.

6. Periodically, the Authority hosts meetings between the local fire departments and residents of Projects 204-3 and 204-4.

7. At least annually, each Public Housing unit is inspected for compliance with Uniform Physical Inspection Standards and general safety issues.

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

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

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

C. Coordination between PHA and the police

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

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

PLEASE REFER TO THE ACTIVITIES DESCRIBED IN SECTION13. PHA SAFETY AND CRIME PREVENTION MEASURES OF THIS PLAN

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

N/A

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

☐ Not applicable
☐ Private management
☐ Development-based accounting
☐ Comprehensive stock assessment
☒ Other: (list below)

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

☐ Attached at Attachment (File name)
☒ Provided below:

September 8, 2003

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

Dear Commissioners:

The Resident Advisory Board received individual copies of the draft Five-Year Agency Plan for years 2000 – 2004 and Annual Plan for the Fiscal Year 2004. We reviewed the Plans and met with Housing Authority staff on July 8, August 1, August 5, and September 8, 2003.

Please note the following comments:

1. **The RAB received copies of the HUD Directive on "Reinstatement of the Community Service and Self Sufficiency Requirement." We are in agreement with the policy. HAGC has assured us that they will be as liberal as possible within the guidelines of the regulations. Letters have been sent asking participants to notify HAGC if they feel they are exempt from this requirement.**
2. **The RAB agreed by motion of the participants to suspend applications for the Section 8 Housing Choice Voucher (HCV) waiting list and opening the list once a quarter for a one week period.**
3. **The RAB supports assisting residents who will be displaced as a result of a redevelopment project being conducted in Woodbury by the County Community Development agency.**
4. **The RAB supports HAGC efforts to manage a project for the elderly in West Deptford, presently in the development phase.**
5. **The Authority should pursue housing opportunities, as noted in Goal 3, Objective 2, for the non-elderly disabled, including the set-aside of Section 8 Housing Choice Vouchers.**

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

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

Sincerely,

Dolores Fitzgerald, President
PH Resident, Carino Park Apts.
Apts.

Jane Thomas, Secretary
PH Resident, Deptford Park

Wende Ntambwe
Section 8 & FSS Participant

Narcissa Miller
PH Resident, Project 204-1

Rita Botta
Section 8 HCV Participant

3. In what manner did the PHA address those comments? (select all that apply)

☒ Considered comments, but determined that no changes to the PHA Plan were necessary.

☐ The 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.)

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

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

3. Description of Resident Election Process

N/A

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

☐ Candidates were nominated by resident and assisted family organizations

☐ Candidates could be nominated by any adult recipient of PHA assistance

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

☐ Other: (describe)

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance

☐ Any head of household receiving PHA assistance

☐ Any adult recipient of PHA assistance

☐ Any adult member of a resident or assisted family organization

☐ Other (list)

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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

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

GOAL THREE: INCREASE THE NUMBER OF AFFORDABLE HOUSING OPPORTUNITIES AVAILABLE TO LOW INCOME RESIDENTS OF GLOUCESTER COUNTY.

OBJECTIVE THREE: IMPLEMENT A NEW HOUSING PROGRAM BENEFITING THE ELDERLY BY DECEMBER 31, 2004.

☐ Other: (list below)

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

D. Other Information Required by HUD

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

Substantial deviations from the 5 Year Plan and significant amendments or modifications to the 5 Year Plan and Annual Plan shall be defined as discretionary changes in the plans or Authority

policies that fundamentally change the mission, goals, objectives, or plans of the Authority and which require formal approval of the Board of Commissioners.

Attachments

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

PHA Plan
Table Library

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

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

Capital Fund Grant Number NJ39P20450104 FFY of Grant Approval: (10/2003)

☒ Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	70,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	363,560
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	7,379
18	1498 Mod Used for Development	
19	1502 Contingency	
20	**Amount of Annual Grant (Sum of lines 2-19)**	440,939
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PROJECTS 204-1, 3, & 4	FEES & COSTS	1430	70,000
PROJECT 204-1	MISC. MODERNIZATION/RENOVATIONS OF 10 SCATTERED SITE DWELLINGS	1460	363,560
PROJECT 204-1	TEMPORARY RELOCATION COSTS	1495.1	7,379
TOTAL			440,939

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)
PROJECT 204-1	05 / 2005	05 / 2007
PROJECT 204-3	05 / 2005	05 / 2007
PROJECT 204-4	05 / 2005	05 / 2007

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

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

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NJ 204-1	**SCATTERED SITES**	**0**	**0%**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
MODERNIZATION/RENOVATION OF 7 DWELLING UNITS	**465,000**	**2005**
MODERNIZATION/RENOVATION OF 7 DWELLING UNITS	**486,000**	**2006**
MODERNIZATION/RENOVATION OF 7 DWELLING UNITS	**420,000**	**2007**
48 SHEDS	**48,000**	**2008**
MODERNIZATION/RENOVATION OF 7 DWELLING UNITS	**389,000**	**2008**
MODERNIZATION/RENOVATION OF 7 DWELLING UNITS	**352,000**	**2009**
Total estimated cost over next 5 years	**2,160,000**	

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NJ 204-3	**CARINO PARK APTS.**	**0**	**0%**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
MINI PARK	75,000	2005
REPLACE CARPETING IN COMMON AREAS	40,000	2006
REPLACE 1ST FLOOR SUSPENDED CEILING	8,000	2006
CAULK EXPANSION & CONTROL JOINTS	14,000	2006
UPGRADE ENTRY SYSTEN TO IN HOUSE TYPE	20,000	2006
INSTALL NEW UPGRADED FIRE ALARN SYSTEN	60,000	2007
REPLACE PARKING LOT BLACK TOP	40,000	2007
REPLACE & UPGRADE VENTILATION SYSTEM	40,000	2008
REPLACE BOILER SYSTEM	30,000	2008
REPLACE ROOF & FLASHINGS	90,000	2009
Total estimated cost over next 5 years	**417,000**	

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
NJ 204-4	**DEPTFORD PARK APTS.**	**0**	**0%**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
REPLACE ROOF	84,000	2005
RESURFACE 50% OF PARKING LOT	30,000	2006
INSTALL EXTERIOR SHELTERED SITTING AREA	10,000	2006
UPGRADE LIGHTING IN CORRIDORS	16,000	2006
REPLACE CELING & GRID IN COMMON AREAS	20,000	2006
ADD TO SPRINKLER SYSTEM	3,000	2006
RESURFACE 50% OF PARKING LOT	30,000	2007
CAULK CONTROL & EXPANSION JOINTS	30,000	2007
CAULK JOINTS AT CURBS & SIDEWALK	7,500	2007
UPGRADE ENTRY SYSTEM TO IN HOUSE TYPE	42,000	2008
IMPROVE VENTILATION & EXHAUST SYSTEMS	32,000	2008
REPLACE BOILER SYSTEM	30,000	2009
REPLACE PUMPS P-1, P-2, P-5, P-6, P-7, & P-8	10,000	2009
PAINT COMMON AREAS	64,000	2009
Total estimated cost over next 5 years	**408,500**	

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**
	PHA WIDE	**0**	**0%**

Description of Needed Physical Improvements or Management Improvements	**Estimated Cost**	**Planned Start Date (HA Fiscal Year)**
A & E SERVICES	**75,000**	**2005**
A & E SERVICES	**75,000**	**2006**
A & E SERVICES	**75,000**	**2007**
A & E SERVICES	**75,000**	**2008**
A & E SERVICES	**75,000**	**2009**
Total estimated cost over next 5 years	**375,000**	

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 *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*
NJ 204-1	*62 SCATTERED SITE UNITS*	*SEE COMPLETED CFP ANNUAL STATEMENT TABLES*	*N/A*	*N/A*	*N/A*	*N/A*	*N/A*	*N/A*
NJ 204-3	100 E/D UNITS	*SEE COMPLETED CFP ANNUAL STATEMENT TABLES*	*N/A*	*N/A*	**	*N/A*	*N/A*	*N/A*
NJ 204-4	100 E/D UNITS	*SEE COMPLETED CFP ANNUAL STATEMENT TABLES*	*N/A*	*N/A*	**	*N/A*	*N/A*	*N/A*

****Letters regarding designated housing are on display**

HOUSING AUTHORITY OF GLOUCESTER COUNTY

REQUIRED ATTACHMENT TO THE 2004 ANNUAL PLAN

PET POLICY

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

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

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

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

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

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

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

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

HOUSING AUTHORITY OF GLOUCESTER COUNTY

REQUIRED ATTACHMENT TO THE
2004 ANNUAL PLAN

IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS

In accordance with the Quality Housing and Work Responsibility Act, Section 512, the Authority shall require each non-exempt, adult Public Housing resident to a) contribute a minimum of 8 hours of community service per month or b) participate in an economic self-sufficiency program for at least 8 hours per month. This requirement shall be implemented through a lease addendum.

The Authority shall notify all family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Authority shall verify, annually, as applicable, the exempt status of Public Housing residents. The Authority will accept similar forms of 3rd party verification as used for income determination and admission purposes. Also, Public Housing residents may claim exemption during the year, between annual reexaminations, but only upon written notification to the Authority.

The Authority will refer, those adult Public Housing residents, who do not meet one of the criteria above for exemption, to the Gloucester County Volunteer Center. The Gloucester County Volunteer Center acts as a clearinghouse for residents within Gloucester County to offer their time or services to organizations in need of volunteers. It is the intention of the Authority that residents provide services to their own communities. The term "community" is intended to mean the smallest geographic area in which the Public Housing resident's dwelling unit is located.

The Authority encourages adult Public Housing residents to utilize the Volunteer Center to fulfill their obligation, as described above. Residents who choose not to utilize the Volunteer Center may fulfill their requirement by other means, but only upon the written approval of the Authority. The Authority will also accept participation in self-sufficiency activities to satisfy part or all of the resident's Community Service requirement. The Authority shall consider activities that are designed to encourage, train, or facilitate economic independence as valid activities to fulfill the requirement. The Authority will refer interested residents to the Gloucester County Board of Social Services to participate in an economic self-sufficiency activity. In no case will the Authority consider political activity to fulfill the Community Service requirement.

The Authority will monitor the appropriateness of the service and/or participation in an economic self-sufficiency activity and confirm the resident's participation through a letter of participation on official letterhead, signed by a duly authorized representative of the organization from where the service was performed, which indicates the number of hours fulfilled and a brief description of what was performed. In this manner, the organization is certifying the services that were provided by the adult Public Housing resident.

Letters or other appropriate documentation must be submitted to Authority no later than 30 days prior to the expiration of the lease term in order to determine if the resident has fulfilled the community service requirement, in accordance with the Quality Housing and Work Responsibility Act, Section 512. Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

If it is determined that an adult Public Housing resident is not in compliance with the above requirement, the Authority shall notify the non-compliant resident and the head of household, in writing, of the following:

1. **of such noncompliance;**
2. **that the determination is subject to administrative review through the Authority's grievance procedure; and**
3. **that the family's lease will not be renewed unless the noncompliant family members enter into an agreement to cure such noncompliance. The Authority may not renew or extend the family's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the family, unless the noncompliant family members enter into an agreement with the Authority, before the expiration of the lease term, which provides that the residents will cure any noncompliance and lease violations by participating in an economic self-sufficiency program or by contributing to community service as many additional hours as necessary to comply with the lease and the Act.**

A Notice to Quit and Demand for Possession will be sent to residents who fail to complete their community service requirement or to enter into an agreement as described in #2 above. If a resident enters into an agreement and does not fulfill the requirements of the agreement within the next lease term, as specified in the agreement, a Notice to Quit and Demand for Possession will be sent at the end of the lease term. The Authority will not enter into a second agreement with residents who failed to comply with the first one. Continued noncompliance with the Community Service requirements will result in eviction of the entire family unless the noncompliant family member is no longer a part of the household (removed from the lease).

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

RESIDENT ADVISORY BOARD MEMBERS

TENANT	PROGRAM(S)
Jane Thomas	**204-4 – Deptford Park**
Doloris Fitzgerald	**204-3 – Carino Park**
Wende Ntambwe	**S8 Housing Choice Voucher & Family Self Sufficiency**
Rita Botta	**S8 Housing Choice Voucher**
Paige Westfall	**S8 Housing Choice Voucher & Family Self Sufficiency**
Naricssa Miller	**204-1**

HOUSING AUTHORITY OF GLOUCESTER COUNTY
CAPITAL FUND GRANT PROGRAM
PERFORMANCE AND EVALUATION REPORT
PROJECTS NJ39P204-001, 003, 004
FY 2000 FIRST PROGRAM YEAR
FINAL REPORT
NJ39P20450100

The Housing Authority of Gloucester County, New Jersey entered into an Annual Contributions Contract (Amendment) for the first year Capital Fund Grant Program activities for the low income public housing projects with a first year grant budget of $548,756.00.

Enclosed, attached and made a part of this first year (FY 2000) Capital Fund Grant Program Performance & Evaluation Report are U.S. Dept. of H.U.D. Form HUD 52837, Parts I, II and III, (three pages), indicating the financial status and overall progress of the program through June 30, 2003.

NON CFP FUNDS

There were no Community Development Block Grant, state, local or private funds made available to the H.A.G.C. for Comprehensive Modernization in FY 2002 or 2003 for this project.

CAPITAL FUND GRANT PROGRAM FUNDS

1408 Account: **Nothing budgeted**

1430 Account: **The HAGC originally budgeted $70,500 for A/E and Professional Service Fees and Costs, revised to $68,000. All funds have been expended.**

1502 Account: **Following the award of all contracts scheduled for the FY 00 Program, the funds the Contingency Account is now zero.**

1460 Account: **The original budget established $350,000 for the rehabilitation of seven (7) single family houses. The budget was revised to reflect $431,186.00 to fund the modernization of seven (7) houses in Project 204-1, and aluminum window reconstruction in Project 204-3. The work is complete and all funds have been expended.**

1470 Account **$50,000 originally budgeted for non-dwelling structures; revised to $38,000 for walk replacement at 204-4. The work is complete and all funds expended.**

1475 Account **No funds in revised budgets.**

1495.1 Account: **Relocation of seven (7) families out of Project 204-1 houses into temporary housing, and back into permanent housing, was undertaken and completed for for a cost of $11,570.00. All funds expended.**

FUNDS FOR EMERGENCY NEEDS

There were no Capital Fund Grant funds utilized for emergency needs in FY 2003.

DEVIATIONS WITHIN 10% CAP FOR MAJOR CHANGES

No deviations over 10% cap for major changes.

ACTUAL FUND OBLIGATIONS AND EXPENDITURES

See attached Form HUD 52387, Parts I, II, III for period ending 6/30/03.

Summary:	**Budget**	**$548,756.00**
	Obligated	**$548,756.00**
	Expended	**$548,756.00**

All FY 00 Capital Fund grants have been expended.

H.A.G.C. PERFORMANCE WITH RESPECT TO TARGET DATA

The H.A.G.C. completed targeted objectives for the FY 2000 Program completion dates.

BOARD RESOLUTION APPROVING THE FY 2000 PERFORMANCE & EVALUATION FINAL REPORT

See attached Resolution No. 03-36, dated 6/18/03.

REPORT ON USE OF FUNDS FOR REPLACEMENT RESERVE

No FY 2000 Capital Grant funds were used for Replacement Reserve.

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

The Housing Authority of Gloucester County, New Jersey entered into an Annual Contributions Contract (Amendment) for the second (2ND) FY 2001 Capital Fund Program activities for the low income public housing projects with a first year capital grant budget of $561,258.00.

Enclosed, attached and made a part of this second year (FY 2001) Capital Fund Program Performance & Evaluation Report are U.S. Dept. of H.U.D. Form HUD 52837, Parts I, II and III, three pages, indicating the financial status and overall progress of the program through June 30, 2003.

Note that the original budget, as submitted to HUD, has been revised (Rev. 5, dated 5/03). This report is based on progress in accordance with revision 5.

NON CGP FUNDS

There were no Community Development Block Grant, state, local or private funds made available to the H.A.G.C. for Capital Fund Modernization in FY 2002 or 2003 for this project.

COMPREHENSIVE GRANT PROGRAM FUNDS

1408 Account:	**$78,756.00 originally budgeted. Revised $13,521.85 budgeted, obligated and expended.**
1410 Account:	**Nothing budgeted**
1430 Account:	**$152,375.03 budgeted with $152,375.03 obligated and $126,484.89 expended. All work designed is under construction contract.**
1450 Account:	**Nothing Budgeted.**
1460 Account:	**$278,658.70 budgeted with all project objectives covered with $278,658.70 obligated and $168,252.70 expended to modernize seven (7) houses in Project 204-1.**
1465.1 Account:	**Nothing budgeted.**
1470 Account:	**$37,396 budgeted and expended for non-dwelling structures.**
1475 Account:	**$75,616.42 budgeted and expended for generator equipment upgrade.**

1495.1 Account: **$3,690 budgeted and expended for temporary relocation costs.**

1502 Account: **Nothing budgeted.**

FUNDS FOR EMERGENCY NEEDS

There were no Capital Fund Program Grant Year 2001 funds utilized for emergency needs through 6/30/03.

DEVIATIONS WITHIN 10% CAP FOR MAJOR CHANGES

No deviations over 10% cap for major changes anticipated.

HAGC PERFORMANCE WITH RESPECT TO TARGET DATE

All tasks planned for FY 2001 are under obligation and contract on schedule.

ACTUAL FUND OBLIGATIONS AND EXPENDITURES

See attached Form HUD 52387, Parts I, II, III for period ending 6/30/03

Summary:	**Budget**	**$561,258.00**
	Obligated	**$561,258.00**
	Expended	**$424,961.86**

"Expended" will accelerate as construction progress occurs.

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

SUMMARY OF RESIDENT AND LOCAL GOVERNMENT COMMENTS

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

The five year Capital Fund Program will be presented at a publicly advertised public hearing, for the FY 2004 Annual Plan to be held on September 24, 2003.

BOARD RESOLUTION APPROVING THE FY 2001 PERFORMANCE & EVALUATION REPORT NO. 2

See attached Resolution No. 03-37, dated 6/18/03.

REPORT ON USE OF FUNDS FOR REPLACEMENT RESERVE

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

HOUSING AUTHORITY OF GLOUCESTER COUNTY
CAPITAL FUND GRANT PROGRAM
PERFORMANCE AND EVALUATION REPORT
PROJECTS NJ39P204-001, 003, 004
FY 2002 THIRD PROGRAM YEAR
NJ39P20450102

The Housing Authority of Gloucester County, New Jersey entered into an Annual Contributions Contract (Amendment) for the third (3RD) FY 2002 Capital Fund Program activities for the low income public housing projects with a first year capital grant budget of $535,913.00.

Enclosed, attached and made a part of this third year (FY 2002) Capital Fund Program Performance & Evaluation Report are U.S. Dept. of H.U.D. Form HUD 52837, Parts I, II and III, three pages, indicating the financial status and overall progress of the program through June 30, 2003.

Note that the original budget, as submitted to HUD, has been revised (Rev. 3, dated 5/03). This report is based on progress in accordance with revision 3.

NON CGP FUNDS

There were no Community Development Block Grant, state, local or private funds made available to the H.A.G.C. for Capital Fund Modernization in FY 2002 or 2003 for this project.

COMPREHENSIVE GRANT PROGRAM FUNDS

1408 Account: **Nothing budgeted.**

1410 Account: **Nothing budgeted**

1430 Account: **$70,000.00 budgeted with $59,044.97 obligated and $-0- expended. All work designed is under construction contract.**

1450 Account: **Nothing Budgeted.**

1460 Account: **$456,123.00 budgeted with all project objectives covered with $456,118.75 obligated and $-0- expended to modernize eight (8) houses in Project 204-1.**

1465.1 Account: **Nothing budgeted.**

1470 Account: **Nothing budgeted.**

1475 Account: **Nothing budgeted.**

1495.1 Account: **$9,790 budgeted and $-0- expended for temporary relocation costs.**

1502 Account: **Nothing budgeted.**

FUNDS FOR EMERGENCY NEEDS

There were no Capital Fund Program Grant Year 2002 funds utilized for emergency needs through 6/30/03.

DEVIATIONS WITHIN 10% CAP FOR MAJOR CHANGES

No deviations over 10% cap for major changes anticipated.

HAGC PERFORMANCE WITH RESPECT TO TARGET DATE

Most tasks planned for FY 2002 are under obligation and contract on schedule.

ACTUAL FUND OBLIGATIONS AND EXPENDITURES

See attached Form HUD 52387, Parts I, II, III for period ending 6/30/03

Summary:	**Budget**	**$535,913.00**
	Obligated	**$515,163.72**
	Expended	**$-0-**

"Expended" will accelerate as construction progress occurs.

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

SUMMARY OF RESIDENT AND LOCAL GOVERNMENT COMMENTS

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

The five year Capital Fund Program will be presented at a publicly advertised public hearing, for the FY 2004 Annual Plan to be held on September 24, 2003.

BOARD RESOLUTION APPROVING THE FY 2001 PERFORMANCE & EVALUATION REPORT NO. 2

See attached Resolution No. 03-38, dated 6/18/03.

REPORT ON USE OF FUNDS FOR REPLACEMENT RESERVE

No funds from the Grant Year FY 2002 Capital Fund Program funds were used for Replacement Reserve.

HOUSING AUTHORITY OF GLOUCESTER COUNTY

REQUIRED ATTACHMENT TO 2004 ANNUAL PLAN
COMPONENT 10 (B) VOLUNTARY CONVERSION INITIAL ASSESSMENTS

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

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

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and /or disabled developments not general occupancy projects)?

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

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

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

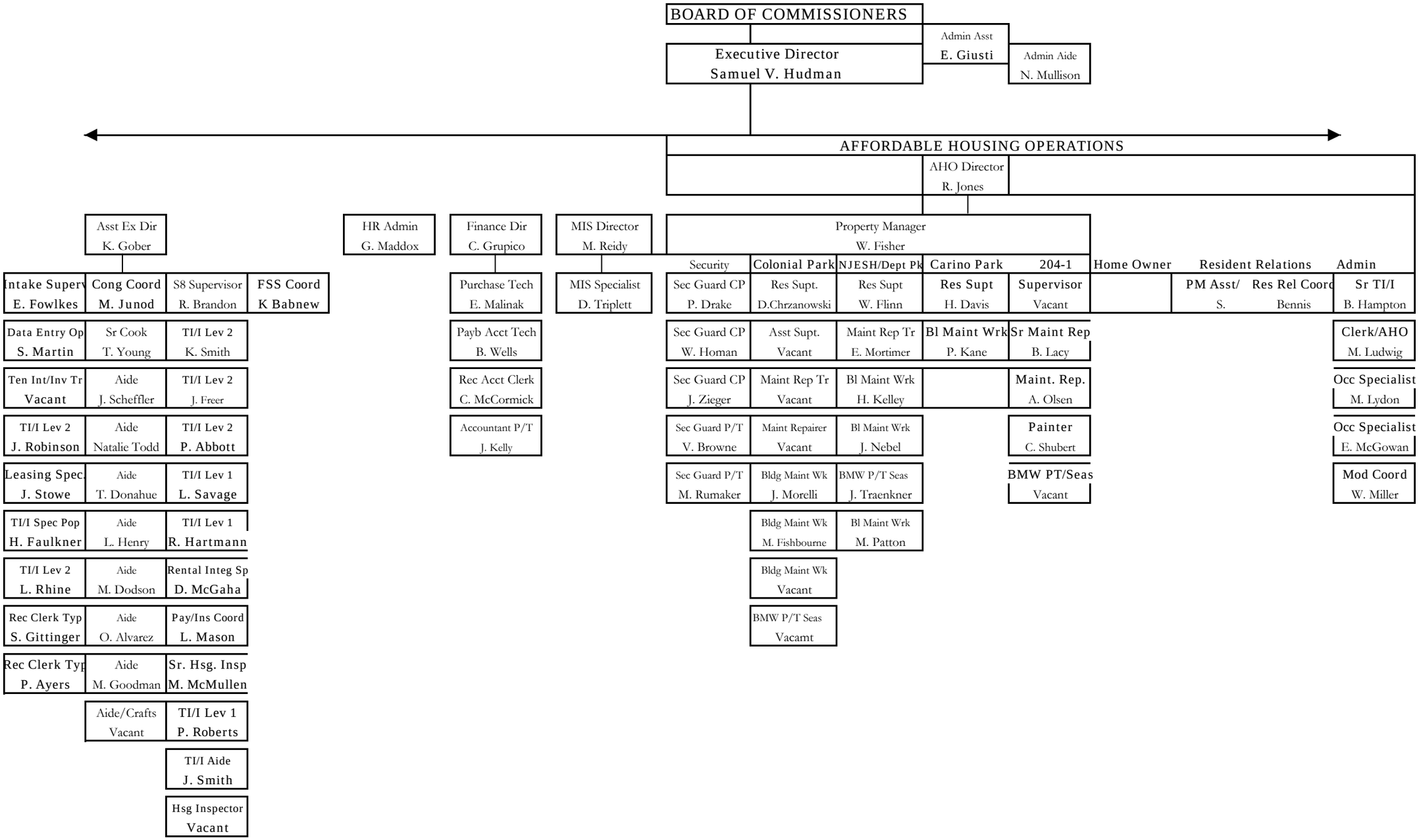
d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

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

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

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

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


BOARD OF COMMISSIONERS
Executive Director
Samuel V. Hudman
Admin Asst
E. Giusti
Admin Aide
N. Mullison
AFFORDABLE HOUSING OPERATIONS
AHO Director
R. Jones
Asst Ex Dir
K. Gober
HR Admin
G. Maddox
Finance Dir
C. Grupico
MIS Director
M. Reidy
Property Manager
W. Fisher
Intake Supervr
E. Fowlkes
Cong Coord
M. Junod
S8 Supervisor
R. Brandon
FSS Coord
K Babnew
Data Entry Op
S. Martin
Sr Cook
T. Young
TI/I Lev 2
K. Smith
Ten Int/Inv Tr
Vacant
Aide
J. Scheffler
TI/I Lev 2
J. Freer
TI/I Lev 2
J. Robinson
Aide
Natalie Todd
TI/I Lev 2
P. Abbott
Leasing Spec.
J. Stowe
Aide
T. Donahue
TI/I Lev 1
L. Savage
TI/I Spec Pop
H. Faulkner
Aide
L. Henry
TI/I Lev 1
R. Hartmann
TI/I Lev 2
L. Rhine
Aide
M. Dodson
Rental Integ Sp
D. McGaha
Rec Clerk Typ
S. Gittinger
Aide
O. Alvarez
Pay/Ins Coord
L. Mason
Rec Clerk Typ
P. Ayers
Aide
M. Goodman
Sr. Hsg. Insp
M. McMullen
Aide/Crafts
Vacant
TI/I Lev 1
P. Roberts
TI/I Aide
J. Smith
Hsg Inspector
Vacant
Purchase Tech
E. Malinak
Payb Acct Tech
B. Wells
Rec Acct Clerk
C. McCormick
Accountant P/T
J. Kelly
MIS Specialist
D. Triplett
Security
Colonial Park
NJESH/Dept Pk
Carino Park
204-1
Home Owner
Resident Relations
Admin
Sec Guard CP
P. Drake
Res Supt.
D.Chrzanowski
Res Supt
W. Flinn
Res Supt
H. Davis
Supervisor
Vacant
PM Asst/
S.
Res Rel Coord
Bennis
Sr TI/I
B. Hampton
Sec Guard CP
W. Homan
Asst Supt.
Vacant
Maint Rep Tr
E. Mortimer
Bl Maint Wrk
P. Kane
Sr Maint Rep
B. Lacy
Clerk/AHO
M. Ludwig
Sec Guard CP
J. Zieger
Maint Rep Tr
Vacant
Bl Maint Wrk
H. Kelley
Maint. Rep.
A. Olsen
Occ Specialist
M. Lydon
Sec Guard P/T
V. Browne
Maint Repairer
Vacant
Bl Maint Wrk
J. Nebel
Painter
C. Shubert
Occ Specialist
E. McGowan
Sec Guard P/T
M. Rumaker
Bldg Maint Wk
J. Morelli
BMW P/T Seas
J. Traenkner
BMW PT/Seas
Vacant
Mod Coord
W. Miller
Bldg Maint Wk
M. Fishbourne
Bl Maint Wrk
M. Patton
Bldg Maint Wk
Vacant
BMW P/T Seas
Vacamt