

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
(exp 05/31/2006)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined 5-Year Plan for Fiscal Years 2005 – 2009

Streamlined Annual Plan for Fiscal Year 2006

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Housing Authority of the
Borough of Lodi

PHA Number: NJ011001

PHA Fiscal Year Beginning: 10/2005

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units: 220
Number of S8 units: 477

Section 8 Only

Number of S8 units:

Public Housing Only

Number of public housing units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

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 and attachments (if any) 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)

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

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)
We, at the Lodi Housing, are dedicated to providing our community with decent, safe, sanitary housing and suitable living environment. We are committed to reducing the concentration of poverty in public housing. We seek to expand economic opportunities to all residents and increase the opportunities of housing choices by forming creative partnership with public and private collaborators.

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):
 - 1. Acquire/build units for physically/mentally challenged**
 - 2. Convert 2 units in Family Complex to handicapped accessible (1 unit already converted)**
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) **95%**
 - Improve voucher management: (SEMAP score) **100%**
 - 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)
 - 1. Committed to continue being a high performing Public Housing Agency**
 - 2. Acquire abandoned schools/buildings & renovate to housing units**

- 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: **Conduct feasibility study**
 - Implement public housing or other homeownership programs: **Conduct feasibility study**
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)
 - 1. Researching pros/cons regarding the new Section 8 Homeownership Program for families**
 - 2. Conduct training/counseling for homeownership program**

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)
 - 1. Implement a community watch program**
 - 2. Provide training on “how not to become” a victim of crime**
 - 3. Work with school and community organizations to train children not to speak to strangers**
 - 4. Be savvy (children) on the internet**

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)
 - 1. Work with employment/welfare agencies to implement a dress-for-success program**
 - 2. When funds become available, implement a computer training program**

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)
 - 1. Start to teach tolerance program w/school and implement program re: there are no victimless crimes, work in conjunction with police department, community groups, school**
 - 2. Conduct seminars on cultural differences and positive impact on society**

Other PHA Goals and Objectives: (list below)

1. As a direct result of September 11, 2001 attack on our Nation, implement a program to develop a sense of pride, vigilance, and involvement in our community.
2. Implement program re: there are "no victimless crimes." Work in conjunction with police department, community groups, school.
3. Implement program to teach/train seniors/children "how not to be targeted as a victim – how to be aware of surroundings at all times."
4. Implement an anger management program for kindergarten to high school in conjunction with community agencies and schools in an effort to prevent disasters as in Columbine High School, etc.
5. Make provision for field trips to correctional institutions in conjunction with school and police department.
6. Implement a youth and elderly program to share concerns, experiences, fears, etc. and to accept differences of age and understanding with the objective to reduce crime against the elderly.
7. Implement in-house training program for welfare recipients and GED

- program.**
- 8. Implement domestic abuse and awareness program (physical, verbal, mental abuse, also).**
 - 9. Implement child abuse program (physical, verbal, mental abuse, also).**
 - 10. Implement internet safety awareness program in conjunction with school and police department.**
 - 11. Implement a budget training and savings program for residents geared toward home ownership/self sufficiency will also include how to negotiate rents.**
 - 12. Expand on our summer youth maintenance program.**
 - 13. Implement computerized maintenance department to comply with HUD PHAS, Five-Year and Annual Plans and be supportive of the Uniform Inspection System, i.e. maintenance work orders, move in/move out inspections, preventative maintenance plan, etc.**
 - 14. Recruit landlords in low poverty areas to participate in the Section 8 Program.**
 - 15. Implement Drug Elimination/Drug & Alcohol Awareness Program – know the signs.**
 - 16. Implement Program to review physical design layout of complexes and its relation to crime prevention.**
 - 17. Implement program to strengthen the role of the residents in addressing housing authority and community conditions.**

Streamlined Annual PHA Plan

PHA Fiscal Year 2006

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

LHA prepared its seventh Annual Plan in accordance with Section 511 of the Reform Act of 1998 and Notices PIH 99-33 (HA), 99-51 (HA), 2002-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), and 2000-26 (HA). The Annual Plan was prepared in consultation with and the cooperation of the residents of the Housing Authority of the Borough of Lodi, participants of Section 8 Program, residents of the community of the Borough of Lodi and its representatives. The Annual Plan is the result of numerous hours of negotiations, strategic planning, structuring and collaborating with both public and private entities to accomplish our mission.

In an effort to accomplish our mission, we have set goals and objectives that represent the essence of the LHA's efforts to assure our mission is attained. We shall continue to collaborate with both public and private entities to promote our common goals and objectives of reducing the concentration of poverty in housing, provide quality affordable housing that's decent, safe, well-maintained and free from drugs and violent crime. We shall also continue working in partnership with individuals and organizations to provide housing, education, and employment opportunities for low income families to become self-sufficient and improve their quality of life.

We are presently researching the pros/cons of the new Section 8 Homeownership Program. Our goal/mission is to increase the opportunities for affordable housing and the new Section 8 Homeownership Program appears to be a new vehicle in providing such an opportunity. The new Section 8 Homeownership Program would provide participants with the opportunity to choose between leasing a unit or buying a home. The Vouchers would provide mortgage subsidies for eligible families.

In the process of developing our Annual Plan, we reviewed and we are in the process of revising all applicable policies, plan of action and procedures that directly impact our day-to-day operation and activities. Additionally, we reviewed the Capital Fund Program Five-Year Action Plan. Due to budgetary constraints and resident needs, we Reprioritized our Five-Year Action Plan. The contents of the Plan reflect the current state of LHA's

operation and management. We are submitting a streamlined version of the Annual Plan since we are a HUD-designated high performer.

The Plan contains the following attachments:

- 1. The CFP Annual Statement, Parts I, II, III, Grant No. NJ39P01150102 FY 2002**
- 2. The Capital Fund Annual Statement/Performance & Evaluation Parts I, II, III CFP Grant #NJ39P01150103, FY 2003**
- 3. The Capital Fund Annual Statement/Performance & Evaluation Parts I, II, III CFP Grant #NJ39P01150104, FY 2004**
- 4. Capital Fund Program Five-Year Action Plan.**
- 5. Voluntary Conversion Required Initial Assessment.**
- 6. Pet Policy – Family Development**
- 7. Required Certifications (Certifications with original signatures submitted to HUD Newark Office)**
- 8. Community Service Requirement Policy**

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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 PHA’s Waiting Lists			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input type="checkbox"/>	Public Housing		
<input checked="" type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
*Waiting list total	1,159		45
Extremely low income <=30% AMI	842	73%	
Very low income (>30% but <=50% AMI)	299	25%	
Low income (>50% but <80% AMI)	18	2%	
Families with children	641	55%	
Elderly families	180	16%	
Families with Disabilities	199	17%	
Race/ethnicity-white/non- hispanic	460	40%	
Race/ethnicity-hispanic	406	35%	
Race/ethnicity-black	239	20%	

Housing Needs of Families on the PHA's Waiting Lists			
Race/ethnicity-asian	53	5%	
Race/ethnicity-native American	1	.001%	
*The Housing Needs Report of Families on the Waiting List does not provide for representation of single families not disabled/not elderly nor families without children/disabilities. Total of 1,159 families, of which 139 are not represented reflecting 12% without representation.			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	146		
2 BR	66		
3 BR	21		
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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)
Use minimum number of bedrooms without overcrowding; for example, living room/bedroom.

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. Conduct feasibility study of non-profit organization for additional housing**
 - 2. Try to implement a private/public partnership in an effort to develop affordable housing opportunities**

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)

1. Purchase land for the development of Senior Citizen housing

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)

1. Purchase land/renovate buildings for the development of housing for the disabled

2. Convert 2 family units to handicapped accessible (1 unit already converted)

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)

3. We have Fair Housing Policies and Affirmative Action Policies.

4. Conduct outreach utilization agencies

5. Advertise in newspapers geared toward various race/ethnic groups

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)

1. Implement policies towards affirmatively furthering housing

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 – PHA Plan

[24 CFR Part 903.12 (b), 903.7 (c)]

List on the following table 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 2005 grants)		
a. Public Housing Operating Fund	341,151	P.H. Operations
b. Public Housing Capital Fund	299,090	P.H. Capital Improve.
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	4,480,706	
f) Resident Opportunity and Self-Sufficiency Grants		
g) Community Development Block Grant		
h) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	983,770	P.H. Operations/Safety/Security
Excess Utilities	67,550	P.H. Operations
Nondwelling Rental	15,000	P.H. Operations
4. Other income (list below)		
Interest on General Fund Investments	10,140	P.H. Supportive Services
Sales & Services (9,500) Operations (204,260)	213,760	P.H. Operations
4. Non-federal sources (list below)		
Total resources	6,411,167	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: **30 days of available unit**
- Other: (describe) **During annual updates**

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 checks and debts owed to other PHA's**

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)

1. Waiting lists specifically for units designed for people with disabilities

2. People with disabilities are placed on both lists (community wide and for special units)

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

- PHA main administrative office
- PHA development site management office
- Other (list below) **Request application by phone**

c. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

Site-Based Waiting Lists

Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
 Over-housed
 Under-housed
 Medical justification
 Administrative reasons determined by the PHA (e.g., to permit modernization work)
 Resident choice: (state circumstances below) **Resident separated/divorced**
 Other: (list below)
1. Court decision
2. Domestic Abuse

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)

1. Witness Protection

2. Court ordered

3. Families working, going to school, promise of work or training program in Lodi

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.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

1. Witness Protection

2. Court ordered

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)
 - 1. Tenant Handbook**
 - 2. Resident Selection Policy**
 - 3. Rules to Renters**
 - 4. Truth in Renting**

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)
 - 1. At request of PHA if HUD changes regulations**

(6) Deconcentration and Income Mixing

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

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

Deconcentration Policy for Covered Developments			
Development Name	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

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):
-
- Other (list below)
 - 1. Credit Check**
 - 2. Debt to other agencies, prior rent history**
- 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)
 - 1. Name of Tenant**
 - 2. Present Address**

(2) Waiting List Organization

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

Other (list below)

(3) Search Time

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

If yes, state circumstances below:

- 1. Medical**
- 2. Difficulty in finding unit**
- 3. Death or unexpected event beyond the control of applicant**

(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)

1. Court ordered
2. Witness Relocation Program

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.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

1. Witness Protection
2. Court ordered

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 - N/A HIGH PERFORMER

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.12(b), 903.7(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 of the following two)

- 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))
- 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:

- **Loss of employment without visible means of income**
- **Financial difficulty due to illness, etc. All cases will be dealt with on its own merit.**

c. Rents set at less than 30% of 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 – Choice rents – Flat rents

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

- Yes for all developments – **NOTE: Ceiling rents have been phased out; now called flat rents.**
- 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) **Section 8 Rent Reasonableness**

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) - **\$60.00 up/down increase per week**
- Other (list below) **Loss of employment**

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? **NOTE: Still in process of evaluating**

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8**

assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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) **Based on evaluation of units and circumstances**

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

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

- \$0
- \$1-\$25
- \$26-\$50

- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Capital Improvement Needs

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

Also attached are the following:

- 1. CFP NJ39P01150102 FY 2002**
- 2. CFP NJ39P01150103 FY 2003**
- 3. CFP NJ39P01150104 FY 2004**

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

Applicability of sub-component 5B: 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.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
 Development name:
 Development (project) number:
 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
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: 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:
- e. Yes No: 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:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If “No”, skip to component 7; if “yes”, complete one activity description for each development on the following chart.)

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

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

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

(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 the next component; if “yes”, complete each program description below (copy and complete questions for each program identified.)

(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, what is the maximum number of participants this fiscal year? ___

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:

c. What actions will the PHA undertake to implement the program this year (list)?

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family’s resources.
- b. Requiring that financing for purchase of a home under its Section 8 homeownership will be 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.
- c. Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2005 - 2009).

STATEMENT OF PROGRESS IN MEETING THE FIVE-YEAR PLAN (2005–2009) MISSION AND GOALS

We, at the Lodi Housing Authority, are committed to “providing safe, decent, sanitary housing and suitable living environment.” We proudly state that this section of our Mission has been accomplished irrespective of the dwindling Operating Funds. Our units are aesthetically and architecturally in harmony with the immediate community surroundings. We are committed to reducing the concentration of poverty in Public Housing. We have accomplished this goal by continuously monitoring the waiting list to ensure that all deconcentration efforts are met.

We have made progress in expanding economic opportunities to all residents and continue to research ways of increasing opportunities of housing choices by examining the various homeownership programs in existence and determining which programs, if any, would be of most interest to our program participants. We have converted one unit in the family complex to handicapped accessible. We provide on-site security patrol and have installed a security surveillance system (CCTV) to monitor the entrances and exits in and around the parking areas, as well as the units themselves.

We encourage our residents to become self-sufficient by posting job opportunities, waving re-examinations for every small increase in income. If our residents have difficulty meeting the rent one month (due to some special hardship), we will work with them without penalty. We have 100% participation in meeting our Community Service requirements. During our Resident Association meetings, the families, as well as the seniors, share their concerns, experiences, etc. learning to accept differences of age and understanding with the objective of making everyone aware that there are no “victimless” crimes and crimes against the elderly. Our seniors and family residents participate in an annual picnic, bus trips, and end-of-the-year celebration.

In order to keep abreast of the myriad of rules/regulations, we encourage our Administrative and Maintenance Staff to attend training as part of our Continuing Education Policy/Program to better serve our residents. Currently, as part of our Upward

Mobility Program, we have a Maintenance employee being trained in our Section 8 Rental Assistance Department.

We have a Summer Youth Employment Program in effect which encourages our community youth, as well as our resident youth, to work with our Maintenance Department teaching them to take pride in their community and thereby reducing their idle, which in effect keeps them away from trouble (crime, drugs, etc.). This also ties into our community drug awareness goals.

As indicated with the aforementioned, we have accomplished our goals and objectives established in the previous Five-Year Plan to the degree allowed by budgeting constraints.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

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

a. Substantial Deviation from LHA's 5-Year Plan is defined as discretionary changes in our overall mission and/or complete change and/or abandonment of LHA's characterized goals that emphatically affect services to residents and require formal approval of the Board of Commissioners.

b. Significant Amendment or Modification to LHA's Annual Plan is defined as significant changes to our overall strategies for meeting the housing needs of families in our jurisdiction or significant change in the planned use of LHA's financial resources which require formal approval of the Board of Commissioners.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

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

If yes, provide the comments below:

b. 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)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No: **Lack of interest on the part of the tenants**

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

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

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

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)

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)

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

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

Date of next term expiration of a governing board member:

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

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: Bergen County

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

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

- 1. To expand supply of affordable housing – leveraging private/other funds.**
- 2. To acquire or build units or developments.**
- 3. Increase assisted housing choices.**
- 4. Assist in improving community quality of life and economic vitality.**
- 5. Promote self-sufficiency.**
- 6. Ensure equal access to assisted housing and provide a suitable living environment.**

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

PHAs are to 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	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant -based waiting lists.	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/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-	Annual Plan: Eligibility, Selection, and Admissions

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	Based Waiting List Procedure.	Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
X	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
X	Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information	Annual Plan: Voluntary

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	required by HUD for Voluntary Conversion.	Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
N/A	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
N/A	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
X	Other supporting documents (optional). List individually. 1. Public Notice published – re: The Review Period Public Housing 2. Plan attachments & supporting documents made available for review by the public for a 45-day period 3. Tenant association letters 4. Pet Policy 5. Voluntary Conversion Plan (initial assessment) 6. Community Service Requirement Policy	(Specify as needed)

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the Borough of Lodi		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: PROPOSED			Federal FY of Grant: 2006
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	40,000			
3	1408 Management Improvements	20,000			
4	1410 Administration	20,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	5,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	20,000			
10	1460 Dwelling Structures	194,090			
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				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
		Original	Revised	Obligated	Expended

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

PHA Name: Housing Authority of the Borough of Lodi	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: PROPOSED	Federal FY of Grant: 2006
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
21	Amount of Annual Grant: (sum of lines 2-20)	299,090			
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the Borough of Lodi		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: PROPOSED				Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ011-001-2-3	Operations	1406		40,000				
NJ011-001-2-3	Management Improvements	1408		20,000				
NJ-011-001-2-3	Administration	1410		20,000				
NJ-011-001-2-3	A/E Fees	1430		5,000				
NJ-011-001	Infestation treatment (Ants) Buildings #18 & #20	1450		10,000				
NJ-011-001-2-3	Roof shingle replacement	1450		131,000				
NJ-011-001	Refracture boilers	1450		10,000				
NJ-011-001-2-3	Install carbon monoxide detectors	1460		27,000				
NJ-011-001	Upgrade lighting fixtures	1460		20,000				
NJ-011-002,3	Replace medicine cabinets w/electric lights/outlets in bathrooms	1460		16,090				

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the Borough of Lodi		Grant Type and Number Capital Fund Program Grant No: NJ39P01150102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (Revision No: 4)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:				06/30/04	
<input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	84,660		84,660	84,660
3	1408 Management Improvements	24,660		24,660	23,016.79
4	1410 Administration	20,000	3,697.80	3,697.80	3,697.80
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	23,500		23,500	23,500
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	40,000	56,022	56,022	56,022
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	44,000		44,000	44,000
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	86,481	86,761.20	86,761.20	86,761.20
		Original	Revised	Obligated	Expended

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

PHA Name: Housing Authority of the Borough of Lodi	Grant Type and Number Capital Fund Program Grant No: NJ39P01150102 Replacement Housing Factor Grant No:	Federal FY of Grant: 2002
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No: 4)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report **06/30/04**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
21	Amount of Annual Grant: (sum of lines 2-20)	323,301		323,301	321,657.79
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance	126,481	40,000		
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures	44,000			

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

PHA Name: Housing Authority of the Borough of Lodi		Grant Type and Number Capital Fund Program Grant No: NJ39P01150102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ011 – 1, 2, 3	Operations	1406		84,660		84,660	84,660	Completed
NJ011 – 1, 2, 3	Additional Security, Staff Training, Computer Software & Hardware	1408		24,660		24,660	23,016.79	On-going
NJ011 – 1, 2, 3	Resident Council, employee benefits, prorate admin fees/salaries, tech & non- tech salaries, sundry training, & asbestos survey	1410		20,000	3,697.80	3,697.80	3,697.80	Completed
NJ011 – 1, 2, 3	A&E Services required for development of plans, drawings, specifications, supervision of work items & legal fees, mold remediation (apt. 19C) & other professional fees for D'Aries & Sons litigation	1430		23,500		23,500	23,500	Completed
NJ011 – 1	<u>Dwelling Structure</u> – Convert one family unit to handicap accessible in compliance with 504 Regulations, mold remediation (apt. 19C) crawlspace & flooring	1460		40,000	56,022	56,022	56,022	Completed
NJ011 – HA Wide	<u>Non-Dwelling Equipment</u> – Energy fuel stabilizers for multiple boilers	1475		44,000		44,000	44,000	Completed
NJ011 – HA Wide	Contingency	1502		86,481	86,761.20	86,761.20	86,761.20	Completed

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

PHA Name: Housing Authority of the Borough of Lodi	Grant Type and Number Capital Fund Program Grant No: NJ39P01150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (Revision No: 2)
 Performance and Evaluation Report for Period Ending: Final Performance and Evaluation Report 05/23/05

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	135,655	185,655	185,655	175,153.97
3	1408 Management Improvements	5,000		5,000	600
4	1410 Administration	5,257		5,257	3,943.63
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	10,000		10,000	1,100
8	1440 Site Acquisition				
9	1450 Site Improvement	37,345		37,345	35,473.34
10	1460 Dwelling Structures	15,000		15,000	843,60
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				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				

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

PHA Name: Housing Authority of the Borough of Lodi	Grant Type and Number Capital Fund Program Grant No: NJ39P01150103 Replacement Housing Factor Grant No:	Federal FY of Grant: 2003
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (Revision No: 2)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report
 05/23/05

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2-20)	258,257		258,257	217,114.54
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the Borough of Lodi		Grant Type and Number Capital Fund Program Grant No: NJ39P01150103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ-011-001-2-3	Operations	1406		135,655	185,655	185,655	175,153.97	On-going
NJ-011-001-2-3	To cover costs for additional security, training, staff/computer software/hardware	1408		5,000		5,000	600	On-going
NJ-011-001-2-3	Resident council, employee benefits, training, legal fees, asbestos survey	1410		5,257		5,257	3,943.63	On-going
NJ-011-001-2-3	A&E Services required for development of plans, drawings, specifications, supervision	1430		10,000		10,000	1,100	On-going
NJ-011-001	Install exterior sewer clean-outs at end of each building	1450		20,000		20,000	20,000	Completed
NJ-011-001	a. Refracture both boilers & replace all circulating pumps	1450		17,345		17,345	15,473.34	On-going
NJ-011-002-3	Install new cast iron baseboard radiation in all units, computerized temperature buttons, replace flood sump pumps & wiring in all complexes	1460		15,000		15,000	843.60	On-going

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the Borough of Lodi		Grant Type and Number Capital Fund Program Grant No: NJ39P01150104 Replacement Housing Factor Grant No:		Federal FY of Grant: <p style="text-align: center;">2004</p>	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$199,090.		\$199,090.	\$199,090.
3	1408 Management Improvements	\$20,000.		\$20,000.	\$20,000.
4	1410 Administration	\$20,000.		\$20,000.	\$20,000.
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$30,000.		\$30,000.	\$28,107.29
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				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency	\$30,000		\$30,000.	\$19,136.

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

PHA Name: Housing Authority of the Borough of Lodi	Grant Type and Number Capital Fund Program Grant No: NJ39P01150104 Replacement Housing Factor Grant No:	Federal FY of Grant: 2004
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Original Annual Statement **Reserve for Disasters/ Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
21	Amount of Annual Grant: (sum of lines 2-20)	\$299,090.		\$299,090.	\$286,333.29
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security –Soft Costs				
25	Amount of Line 21 related to Security-- Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

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

PHA Name: Housing Authority of the Borough of Lodi		Grant Type and Number Capital Fund Program Grant No: NJ39P01150104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ-011-001-2-3	Operations	1406		199,090		199,090	199,090	Completed
NJ-011-001-2-3	To cover costs for additional security, training, staff, upgrade computers, software, & hardware	1408		20,000		20,000	20,000	Completed
NJ-011-001-2-3	Resident council and employee benefits, training and legal fees	1410		20,000		20,000	20,000	Completed
NJ-011-001-2-3	Phase-in the removal and replacement of all roofs/mansards, shingles, gutters/ leaders and repair/replace boiler room gas piping, refracturing, etc	1460		30,000		30,000	28,107.29	On-going
NJ-011-001-2-3	Contingency	1502		30,000		30,000	19,136	On-going

LODI HOUSING AUTHORITY PET POLICY

(Family Development/De Vries Park)

PREAMBLE: The Quality Housing and Work Responsibility Act of 1998 (QHWRA) referred to as “The Reform Act” added a new Section 31 to the United States Housing Act of 1937.

Section 31 enacts Pet Ownership requirements for Public Housing residents other than Public Housing developments for the elderly or persons with disabilities. As a result, 24 CFR Part 960 has been amended by adding a new Subpart G, to distinguish from Pet Ownership in developments housing the elderly and persons with disabilities which is covered in Subpart C of 24 CFR Part 5.

In the interest of Community Relations, this Pet Policy is developed to act as a Policy and Administrative Guide. The Policy is designed to meet the needs of Management, Maintenance, Non-Pet Owning Residents and Pet Owning Residents.

NOTE: NOTHING IN THIS POLICY SHALL IMPAIR THE RIGHTS OF A HANDICAPPED PERSON TO OWN, HARBOR OR CARE FOR A DOMESTICATED ANIMAL, INCLUDING GUIDE DOGS AND SERVICE DOGS, IN ACCORDANCE WITH THE “LAW AGAINST DISCRIMINATION”, P.L. 1945, c.169 (C.10:5-1 et seq.).

OWNERSHIP CONDITIONS:

An applicant/resident of a dwelling unit of the Lodi Housing Authority may own one (1) common household pet, subject to the following reasonable requirements; if the applicant/resident maintains the pet:

18. Responsibly;
19. In accordance with applicable State and Local public health, animal control, and animal anti-cruelty laws and regulations; and
- (3) In accordance with the policies established in the LHA Annual PHA Plan the agency as provided in Part 903 of said chapter; and
- (4) Lodi Housing Authority Pet Policy Rules and Regulations;
18. Resident – Head of Household in good standing (or anyone in household) shall not have any outstanding balances owed, eviction proceedings, or notice to cease pending.

1. DEFINITION OF PETS

Pets are defined as: Domesticated animal, such as a dog, cat, bird, or fish, that is traditionally kept in the home for pleasure rather than commercial purposes. Reptiles are excluded from the definition which does not constitute a health or safety hazard.

2. **DOMESTICATED ANIMAL LIMITATIONS**

- Domesticated dogs not exceeding 20 pounds in weight and meeting other requirements of this policy.
- Domesticated cats not exceeding 13 pounds in weight and meeting other requirements of this policy.
- Fish in approved tank not exceeding 20 gallons of water.
- Domesticated caged small birds in approved cage.

NOTE: NOTHING IN THIS POLICY SHALL IMPAIR THE RIGHT OF A HANDICAPPED PERSON TO OWN, HARBOR OR CARE FOR A DOMESTICATED ANIMAL, INCLUDING GUIDE DOGS AND SERVICE DOGS, IN ACCORDANCE WITH THE “LAW AGAINST DISCRIMINATION”, P.L. 1945, c.169 (C.10:5-1 et seq.).

3. **PET REGISTRATION**

Residents in the Family development (De Vries Park) must apply for a Pet Permit (with the LHA) and must first register the pet before it is brought onto the project premises. Pets must be registered with the LHA as well as with the Borough of Lodi annually.

The LHA may coordinate the annual update of the Pet registration with the annual re-certification/reexamination of income, if applicable.

The following information must be provided at time of registration:

- A Certificate signed by a licensed Veterinarian or a State or Local Authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State and Local Law.
- Information sufficient to identify the pet.
- Documentation should be provided to demonstrate that the pet has been licensed or that steps have been taken to obtain a license in accordance with applicable State and Local Laws and Regulations (applies to dogs and cats).
- The name, address, and phone number of one or more responsible parties who will care for the pet, if the pet owner passes away, is incapacitated, or is otherwise unable to care for the pet.
- At the time of Pet Registration, applicant/resident shall agree to sign “Pet Emergency Care Plan” certification and is required to obtain the signatures of the responsible parties named in paragraph 4 of this section who will care for the pet. Certification must be Notarized.

4. **PET PERMIT**

Prior to bringing the pet onto Lodi Housing Authority premises, applicant/resident must file an application for a Pet Permit with the Lodi Housing Authority Administration Office. A Pet Permit will be issued after all initial conditions of this Policy have been met.

5. **CONDITIONS FOR ISSUANCE OF PET PERMIT**

- Resident/Applicant must have complied with all requirements as prescribed under Item (3) of this Policy.
- Applicant/Resident at this time should have obtained the necessary Pet License in accordance with applicable State and Local Laws and Regulations (applies to dogs and cats). Copy of said license must be submitted to the Lodi Housing Authority.
- Applicant/Resident shall provide the Lodi Housing Authority with a signed and notarized “Pet Emergency Care Plan” as described under Item 3., paragraph (5).
- Applicant/Resident must certify and agree to the general terms and conditions of the Lodi Housing Authority of said pet and acknowledge that the Pet Permit can be revoked for failure to follow Pet Management Rules and Agreement.
- **PRIOR TO ISSUANCE OF PET PERMIT**, applicant/resident must post a refundable Pet **Security Deposit of \$150.00**, and shall be in addition to the amount authorized pursuant to Section 4 of P.L.1971, C.223 (C.46:8-21.2). The Pet Security Deposit shall be subject to all the pertinent provisions of P.L.1967, C.265 (C.46:8-19 et. Seq.), governing rental security deposits. Gradual accumulation of the deposit by the pet owner will be allowed. Initial payment of not less than \$50.00 when the pet is brought onto the premises, and subsequent monthly payments plan to be made, payment plan not to exceed four (4) months.
- The refundable pet deposit is in addition to any financial obligation generally imposed on residents of the project. The project owner may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacements to, and fumigation of, the resident’s dwelling unit, and the cost of animal care facilities under 24CFR 243.45. The owner (LHA) shall refund the unused portion of the Pet Deposit to the resident within a reasonable time after the resident moves from the project or no longer owns or keeps a dog or cat in the dwelling unit.
- Resident– Head of Household in good standing (or anyone in household) shall not have any outstanding balances owed, eviction proceedings, or notice to cease pending.
- Applicant/Resident applying for Pet Permit in accordance with New Jersey Dangerous Animal Law 1999, can not be under the age of 20 years; or is disqualified under any enactment from keeping an animal (whether or not it is a dangerous wild animal).
- Head or Co-Head of Household shall be held accountable for Pet Ownership.
- Additionally, **there is \$100.00 non-refundable Pet Fee**. Initial payment of \$50.00, balance of payment, not to exceed two (2) months. Specifically, the non-refundable fee is for general costs to the development associated with Pet Ownership, and the refundable deposit is for costs attributable to pets that are not otherwise covered.

- Prior to issuance of Pet Permit, applicant/resident agrees to sign a statement that he/she must have pet spayed or neutered, and a copy of the certification of said procedure will be provided to the LHA.
- Prior to issuance of Pet Permit, applicant/resident agrees pet will be on a leash (cat or dog) when outside the dwelling unit. The dog will have to have a muzzle [regardless of age] or similar restraint when walked outside of unit.
- Prior to issuance of Pet Permit, applicant/resident agrees to sign a statement that applicant/resident has read and understands the Pet Policy and agrees to amend the Lease accordingly.
- Applicant/Resident must file as part of the application process, a “Pet Emergency Care Plan” in case applicant/resident is unable to care for said pet in an emergency and which will empower the program administrator to transfer pet care responsibility to an approved friend or relative of the applicant/resident off the premises of the Lodi Housing Authority as set forth in the “Pet Emergency Care Plan”.

6. PET MANAGEMENT PLAN

- a. Limit, one Pet Permit per applicant/resident.
- b. Limit, one domesticated animal per Pet Permit.
- c. Pets to be confined to apartment unless on a leash, including cats.
- d. Pets shall not wander without restraint (leash), (including cats) nor without muzzle in common areas of the building or on the grounds.
- e. All pets must be fed and watered inside the dwelling units; pet food or water may not be left outside the dwelling unit at any time.
- f. Pets must be kept on a leash and under resident’s supervision when outside the dwelling unit. Lodi Housing Authority or Housing Authority’s representative shall have the right to pick up unleashed pets and/or report them to the proper authorities. Lodi Housing Authority may impose reasonable charges for picking up and/or keeping unleashed pets, in the amount of \$50.00 (per occurrence).
- g. Dogs and cats must be housebroken. All other pets must be caged at all times.
- h. Pets are allowed to relieve themselves **only at the designated “Pet Relief” areas**. Residents are to pick up after their pet and dispose of waste in their outside garbage cans. Said garbage cans/bins must be cleaned and deodorized on a weekly basis. Residents shall not permit their pet to defecate anywhere on Lodi Housing Authority property, including dwelling units, walkways, stairs, stairwells, parking lots, grassy areas or other places; and residents must take their pet off Lodi Housing Authority property for that purpose. If defecation/urination is permitted inside the dwelling unit it shall be done in litter boxes with “kitty litter” type mix. If pet defecation occurs anywhere on Lodi Housing Authority property (including fenced yards for residents’ exclusive use), residents shall be responsible for the immediate removal of waste and repair of damage. Notwithstanding any provision herein, residents shall comply with Local Ordinances.
- i. There will be a \$50.00 charge per pet waste pick-up. If this becomes a habitual situation, resident will be called in for a hearing, at which time

resident will be given reasonable time to remove pet from premises or eviction proceedings will be instituted.

- j. The Lodi Housing Authority **strongly recommends** that applicants/residents wishing to have pets **obtain liability insurance**.
- k. **Pets are required** to wear identification (name tags/telephone number/name of owner) at all times, including cats.
- l. **Pets cannot** be leashed or tied up outside of apartment to tree, railings, etc. at any time.
- m. Pet must be confined to an area in the dwelling unit when Maintenance, Administrative Personnel or Contractors need access to unit.
- n. Pet **MUST** be removed from premises during monthly extermination of dwelling unit, until application of pest control chemicals is thoroughly dried, approximately 3 to 5 hours.

7. **RESIDENT/APPLICANT ACKNOWLEDGES RESPONSIBILITY FOR THE CLEANLINESS OF PET AND REMOVAL OF PET WASTE FROM BUILDING DAILY BY:**

- a. Placing cat litter waste into bags and trash containers.
- b. Placing dog feces into sealed plastic bag and put in trash containers.
- c. Placing dog on leash and taking dog to established "Pet Relief Area". If a specific area has not been designated for pet defecation/urination, residents shall not permit their pet to defecate/urinate anywhere on Lodi Housing Authority property; including dwelling units, patio areas, walkways, stairs, stairwells, parking lots, grassy areas or other places, and residents must take their pet off Lodi Housing Authority property for that purpose.
- d. If a "Pet Relief Area" has not been designated, dog shall be curbed and all feces deposited by such dog immediately removed, placed in plastic bag, sealed, and put in outside dumpsters. If defecation/urination is permitted inside the dwelling unit, it shall be done in litter boxes with "kitty litter" type mix. If pet defecation/urination occur anywhere on Lodi Housing Authority property (including fenced yards for resident's exclusive use), residents shall be responsible for the immediate removal of waste and repair of damage, notwithstanding any provision herein, residents shall comply with Local Ordinances regarding pet defecation.

NOTE: Residents are not to store pet waste in their apartment or flush pet waste with "kitty litter" down the toilet, sinks, or bathtubs.

- d. Apartment must be clean and free of pet odors at all times.
- e. Resident agrees to manage pet in such a way that it does not contribute to complaints from other residents regarding behavior and activities of said pet.
- f. Pets **must not be left** unattended for a period longer than **seven (7) hours** (time varies for puppy or kitten), on any one occasion.

8. **PET RESTRAINT**

All cats and dogs should be appropriately and effectively restrained and under the control of a responsible individual while on the common areas of the project.

9. **SANITARY STANDARDS (PET WASTE)**

Resident shall control pet to insure that pet uses only the designated area or litter box for urination or defecation. Refer to Section 7 of this policy for disposal of pet waste. **PET WASTE REMOVAL CHARGE:** A fifty dollar (\$50.00) Pet Waste Removal charge per each occurrence will be imposed on pet owner that fails to remove pet waste in accordance with the prescribed pet rules.

10. **INSPECTION OF UNIT**

Residents agree as a condition of accepting the Pet Permit, that resident's apartment will be available for inspection of compliance of Pet Policy within 48 hours after receiving written notice. **EMERGENCIES:** The Lodi Housing Authority or designee has the authority to enter premises without notice and inspect unit if Lodi Housing Authority has received complaint of continuous pet nuisance, i.e., excessive dog barking, cat scratching or meowing, or Housing Authority has knowledge that pet has been left alone for a period longer than seven (7) hours and situation is endangering the health of the pet, or if pet is nuisance or threat to the health or safety of the occupants of the project or other person in the community where the project is located.

If there is no State or Local authority (or designated agent of such an authority) authorized under applicable State or Local Law to remove a pet that becomes vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole, the Housing Authority may enter the premises (if necessary) to remove the pet and place it in a facility which will provide care and shelter for a period not to exceed thirty (30) days.

The Dwelling Lease permits the Lodi Housing Authority to enter the premises and remove the pet or take such other permissible action only if the Lodi Housing Authority requests the pet owner to remove the pet from the project immediately, and the pet owner refuses to do so, or if the Lodi Housing Authority is unable to contact the pet owner to make a removal request. The cost of the animal care facility is the responsibility of the pet owner or a representative of the pet owner.

11. **PETS TEMPORARILY ON THE PREMISES**

The **ONLY** temporary pets allowed on premises are those animals that assist, support, or provide service to persons with disabilities.

No Visiting Pets belonging to resident's friends, relatives, etc. **are allowed** unless they fall within the above paragraph criteria.

12. **DAMAGES**

Damages caused by pet as determined by inspection shall be repaired/replaced by the Lodi Housing Authority at full repair/replacement cost at time of discovery of damage(s). Resident will be billed and notified of full repair cost(s) at time of repair, repair cost(s) will be deducted from pet deposit. However, if cost of damage(s) exceed amount of pet deposit (\$150.00), resident is responsible for difference.

13. **PET RULE VIOLATION PROCEDURES**

- a. **Notice of Pet Rule Violation:** If the Lodi Housing Authority determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets; the Lodi Housing Authority shall serve a written notice of pet rule violation on the pet owner in accordance with 24 CFR 243.22 (f) (i.) or (ii.).
- b. **The Notice of Pet Rule Violation must:**
 - Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 - State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation;
 - State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
 - State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.
- c. **Pet Rule Violation Meeting:** If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Lodi Housing Authority shall establish a mutually agreeable time and place for the meeting, but no later than fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Lodi Housing Authority agrees to a later date). At the pet rule violation meeting, the pet owner and the Housing Authority shall discuss any alleged pet rule violation and attempt to correct it. The Housing Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.

If the pet owner and the L.H.A. are unable to resolve the pet rule violation at the pet rule violation meeting, or if the L.H.A. determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph one of this Section, the L.H.A. may serve a written notice on the pet owner in accordance with 24 CFR 243.22 (f) (1) (i.) or (ii.) (or at the meeting, if appropriate), requiring the pet owner to remove the pet.

The Notice Must:

- Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
- State that the pet owner must remove the pet within ten (10) days of the effective date of service of the notice of pet removal (or the meeting, if notice is served at the meeting); and
- State that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.

d. Initiation of Procedures to Remove a Pet or Terminate the Pet Owner's Tenancy:

- 1) The Lodi Housing Authority may not initiate procedures to terminate a pet owner's tenancy based on a pet rule violation, unless;
 - the pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified in this Section (including any additional time permitted by the L.H.A.), and;
 - the pet rule violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the Lease and applicable regulations.
 - Prior to issuance of Pet Permit, applicant/resident agrees to sign a statement that he/she must have pet spayed or neutered, [prior to or between the age of 6 to 9 months] and a copy of the certification of said procedure will be provided to the LHA.
- 2) The Lodi Housing Authority may initiate procedures to remove pet under 24 CFR 243.40 at any time, in accordance with the provisions of applicable State or Local Law.

14. **SERVICE OF NOTICE (as per 24 CFR 243.22 (f) (i.) or (ii.)**

The Lodi Housing Authority must serve the notice required under this Section by:

- sending a letter by first class mail, properly stamped and addressed to the resident at the dwelling unit, with a proper return address; or
- serving a copy of the notice on any adult answering the door at the resident's leased dwelling unit; or
- for service of notice to resident's of a high-rise building, posting the notice in at least three (3) conspicuous places within the building and maintaining the posted notices intact and in legible form for thirty (30) days. For purposes of this paragraph, a high-rise building is a structure that is equipped with an elevator and has a common lobby.

For purposes of computing time periods following service of the notice, service is effective on the day that all notices are delivered or mailed, or in the case of service by posting, on the day that all notices are initially posted.

15. **PROTECTION OF THE PET**

If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Lodi Housing Authority may contact the responsible party or parties listed in the pet registration required under 24CFR 243.20(b) (4) (III). If the responsible party or parties are unwilling or unable to care for the pet, or the project owner, despite reasonable efforts, has been unable to contact the responsible party or parties, the Lodi Housing Authority may contact the appropriate State or Local Authority (or designated agent of such an authority) and request the removal of the pet. If there is no State or Local Authority (or designated agent of such an authority) authorized to remove a pet under these circumstances and the Lodi Housing Authority has placed a provision in the Lease Agreement (as described in 24CFR 243.30(c.) (2)), the Lodi Housing Authority may

enter the pet owner's unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or representative of the pet owner is able to assume responsibility for the pet, but not longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner. If the pet owner (or the pet owner's estate) is unable or unwilling to pay, the cost of the animal care facility may be paid from the pet deposit, if imposed under the pet rules.

16. **REVOCATION OF PET PERMIT/LEASE**

Under the following circumstances, Lodi Housing Authority may refuse to renew a resident's Lease for a dwelling unit in a family development housing project or may revoke pet permit and require that a resident remove, by sale, donation, gift, or otherwise, a domesticated animal from the dwelling unit.

- a. When the existence of a domesticated animal or the resident's refusal to comply with the rules and regulations governing domesticated animals constitutes a violation of Federal, State or Local building, health or use codes;
- b. When the resident fails to properly care for the domesticated animal;
- c. When the resident fails to properly control the domesticated animal by using a leash, if appropriate, or other necessary safety devices when walking or taking the domesticated animal to or from his dwelling unit or while on the land appurtenant thereto, or fails to take prompt action to remove any animal waste when requested by the Lodi Housing Authority; or
- d. When the resident fails to confine the domesticated animal's body waste functions to areas that do not interfere with the ingress and egress of any person to or from the family development housing project, or with the use of common areas in and about the family development housing project by the other residents thereof and their invitees;
- e. Upon death of pet;
- f. Upon permanent removal of pet from the project;
- g. Pet has caused extensive damage to apartment, common areas, personal or persons;
- h. Pet is nuisance or threat to health or safety of other occupants of the project or of other persons in the community where the project is located;
- i. Upon expiration of municipal animal license, unless copy of renewed license is provided to Lodi Housing Authority;
- j. Upon expiration of inoculation, unless current inoculation status is re-certified.

17. **REJECTION OF UNITS BY APPLICANTS FOR TENANCY**

- a. An applicant for tenancy in a project may reject a unit offered by the Lodi Housing Authority if the unit is in close proximity to a dwelling unit in which an existing resident of the projects owns or keeps a common household pet. An applicant's rejection of a unit under this section shall not adversely affect his or her application for tenancy in the project, including (but not limited to)

his or her position on the project waiting list or qualification for any resident selection preference.

- b. Nothing in this part imposes a duty on the Lodi Housing Authority to provide alternate dwelling units to existing or prospective residents because of the proximity of common household pets to a particular unit or the presence of such pets in the project.

18. **PROHIBITION OF ANIMALS BY WEIGHT [OVER 20 LBS.] AND TYPES OF ANIMALS CLASSIFIED AS DANGEROUS**

The classification of the following animals as dangerous are consistent with applicable State and Local laws. The following list includes, but is not limited to:

- Wild dogs
- Wolves
- Domesticated Hybrid animals of which one or both parents are mammals that are dangerous wild animals
- Venomous snakes
- Snakes
- Pit Bulls (including Staffordshire bull terriers and American Pit Bull terriers)
- Doberman Pinscher
- Rottweiler or as determined to be dangerous by the Housing Authority.

19. **AMENDMENT OF PET RULES**

The Lodi Housing Authority may amend the Pet Rules at any time by following the procedures for the development of Pet Rules specified in 24CFR 243.22 paragraphs (b) through (d).

PET POLICY DEFINITIONS

1. **Q.H.W.R.A. 1998** – Quality Housing Work and Responsibility Act.
2. **Allowable Household Pets [under 20 lbs.]** - Would mean a domesticated animal, such as a dog, cat, bird and/or fish; other than classified as a dangerous, consistent with applicable State and Local laws, or as determined to be dangerous by the Housing Authority.

NOTE: This definition does not apply to animals that assist, support, or provide services to persons with disabilities.

3. **Responsible Pet Ownership** – Refers to resident that maintains pet:
 - [1] Responsibility;
 - [2] In accordance with applicable State and Local public health, animal control, and animal anti-cruelty laws and regulations;

and

- [3] In accordance with the policies established in the PHA' Annual Plan for the Agency as provided in Part 903 of said chapter; and
- [4] As promulgated by this Policy; and
- [5] Resident – Head of Household in good standing (or anyone in household) shall not have any outstanding balances owed, eviction proceedings, or notice to cease pending.

- 4. **Vicious or Dangerous Dog/Cat** – is defined to be any dog/cat which has attacked or bitten any person, another dog or cat, or domestic animal without cause or provocation.
- 5. **Pet Deposits** – are refundable fees and shall be subject to all pertinent provisions of P.L. 1967, C.265 (C.46:8-19 et seq.), governing rental security deposits. Pet deposits are to be used for additional costs not otherwise covered by reasonable operating costs to the project relating to the presence of pets.
- 6. **Non-Refundable Pet Fee** – The Statute indicates that the purpose of the non-refundable fee is to cover reasonable operating costs to the project relating to the presence of pets.
- 7. **Nominal Fee** – would be a minimal non-refundable fee.
- 8. **Restraint** – a dog must wear a leash and muzzle [regardless of age] when outside the dwelling unit; cat must be on a leash.
- 9. **Continuous Nuisance (barking dog/meowing cat)** – a continuous barking dog or meowing cat directly disturbing the peace of other residents would be considered a continuous nuisance. It is the owners (residents) responsibility to exercise control of such dog/cat.

**HOUSING AUTHORITY
OF THE BOROUGH OF LODI**

PET PERMIT APPLICATION

DATE: _____

RESIDENT NAME: _____

COMPLEX: _____ APT. # _____

TYPE OF PET: DOG ___ CAT ___ BIRD ___ FISH ___

DATE PET IS EXPECTED TO BE BROUGHT INTO THE APARTMENT:

PET HAS BEEN IN APARTMENT SINCE: _____

PET SECURITY DEPOSIT IS REQUIRED AS FOLLOWS:

DOGS AND CATS ~ ~ \$150.00 - - NON REFUNDABLE FEE ~ ~ \$100.00

BIRDS ~ ~ N/A

FISH ~ ~ N/A

BIRD CAGES ARE NOT PERMITTED TO BE ATTACHED TO CEILINGS.

FISH IN APPROVED TANK NOT EXCEEDING 20 GALLONS OF WATER.

(Resident)

(DO NOT WRITE BELOW THIS LINE)

DATE APPLICATION RECEIVED: _____ BY:

POLICY EXPLAINED TO RESIDENT BY:

AMOUNT OF PET SECURITY DEPOSIT: _____

TYPE OF PET: _____ SIZE: _____

APARTMENT INSPECTED FOR HOUSEKEEPING: YES ___ NO ___

APPROVED BY: _____

REJECTED BY: _____

REASON:

DATE PERMIT ISSUED: _____ PERMIT #: _____

PICTURE OF PET

(Optional)

PET PERMIT #: _____

COMPLEX NAME: _____

1. For a Pet Deposit of \$_____ (initial payment not less than \$50.00), the Housing Authority of the Borough of Lodi permits (Resident) _____ to keep, harbor and maintain the following pet and none others without the written consent of the Housing Authority:

Pet Name: _____ Breed/Type: _____

Color & Description: _____

Spayed/Neutered (Mandatory): _____

Certificate of Municipal Registration No.: _____

Date of Expiration: _____

Certificate of Inoculation for Rabies & Distemper No.: _____

Date of Expiration: _____

2. Non-Refundable fee \$100.00 [dogs/cats]. Initial Payment: \$_____ (not less than \$50.00).
3. The Resident agrees to keep the pet inside the dwelling unit or in outside area assigned to Resident. In any other areas, pet must be on a leash accompanied by a responsible person (inclusive of cats), dogs must wear muzzle. The pet will be kept out of common areas, laundry rooms, other facilities, and common areas not assigned to the Resident. Cats may use a sanitary sand box in the dwelling unit. Pet waste outside must be removed immediately and disposed of according to Section 7 of the Pet Policy. Dogs and cats must be licensed. No pet may be over 14" tall at the shoulder or weigh over 20 pounds when fully grown.
4. Resident agrees to supervise and care for pet in order to prevent the pet from damaging property, creating unsanitary conditions, or constituting a health hazard.

5. Resident agrees to report immediately any damage caused by the pet and to pay reasonable charges for repair to the premises, buildings, facilities, and common areas caused by pet. Repair cost(s) will be deducted from pet deposit. If cost of damage(s) exceed amount of pet deposit, Resident is responsible for difference.
6. Resident agrees to comply with all requirements of Pet Policy.

PET EMERGENCY CARE PLAN

The following person(s) will care for the pet in the absence of the Resident.

Name: _____

Address: _____

Telephone No.: _____

Relationship to Resident: _____

Name: _____

Address: _____

Telephone No.: _____

Relationship to Resident: _____

7. The name, address and telephone number of the Veterinarian caring for pet.

Name: _____

Address: _____

Telephone No.: _____

8. Resident agrees not to leave pet unattended for a period longer than seven (7) hours (time varies for puppy/kitten), on any one occasion. In the event the pet is left unattended for more than seven (7) hours, and the situation is endangering the health of the pet, or if the pet is a nuisance or threat to the health or safety of the occupants of the complex or other person in the community where the complex is located, the Lodi Housing Authority or designee has the authority to enter the premises (if necessary) without notice to remove the pet and place it in a facility which will provide care and shelter for a period not to exceed 30 days, after attempt has been

made to contact person(s) named in "Pet Emergency Care Plan" of this Permit.

9. Landlord (LHA) shall refund the unused portion of the Pet Deposit to the Resident within a reasonable time after the Resident moves from the complex or no longer owns or keeps pet in the dwelling unit.

10. This Pet Permit may be revoked after a Hearing in the event the Resident fails to comply with the conditions of this Permit/Pet Policy. Permit may also be revoked for permitting pet to run loose to disturb Other Residents, including; but not limited to, loud and excessive barking, biting, unrestrained. Pet Permit may also be revoked if pet causes damage to unit. Upon revocation of this Permit, the Resident must permanently remove the pet from the premises within ten (10) days from the Date of the Notice.

11. All applicable provisions of the Lease, Pet Policy and Pet Agreement apply to this Permit.

THE HOUSING AUTHORITY OF
THE BOROUGH OF LODI

RESIDENT HAS READ AND
UNDERSTANDS ALL OF THE
ABOVE REQUIREMENTS

(Name of Representative)

(Signature of Resident)

Date

(Signature of Resident/Spouse)

Address of Resident

Date

LODI HOUSING AUTHORITY
PET POLICY
(Senior Citizen Complexes Only)

PREAMBLE: Section 227 of the Housing and Urban Rural Recovery Act of 1983, effective November 30, 1983, and 1990 Senate Bill No. 1318, approved July 6, 1990, provide for the ownership of pets in Federally assisted rental housing built exclusively* for occupancy by elderly and handicapped. In the interest of community relations, the

following Pet Policy is developed to act as a policy and administrative guide. The Policy is intended to meet the needs of Management, Non-Pet Owing Residents, and Pet Owing Residents.

*De Vries Park has elderly families.

NOTE: NOTHING IN THIS POLICY SHALL IMPAIR THE RIGHTS OF A HANDICAPPED PERSON TO OWN, HARBOR OR CARE FOR A DOMESTICATED ANIMAL, INCLUDING GUIDE DOGS AND SERVICE DOGS, IN ACCORDANCE WITH THE “LAW AGAINST DISCRIMINATION”, P.L. 1945, c.169 (C.10:5-1 et seq.).

1. **DEFINITION OF PETS**

Pets are defined as: Domesticated animal, such as a dog, cat, bird, or fish, that is traditionally kept in the home for pleasure rather than commercial purposes. Reptiles are excluded from the definition which does not constitute a health or safety hazard.

2. **DOMESTICATED ANIMAL LIMITATIONS**

- Domesticated dogs not exceeding 20 pounds in weight and meeting other requirements of this policy.
- Domesticated cats not exceeding 13 pounds in weight and meeting other requirements of this policy.
- Fish in approved tank not exceeding 20 gallons of water.
- Domesticated caged small birds in approved cage.

NOTE: NOTHING IN THIS POLICY SHALL IMPAIR THE RIGHT OF A HANDICAPPED PERSON TO OWN, HARBOR OR CARE FOR A DOMESTICATED ANIMAL, INCLUDING GUIDE DOGS AND SERVICE DOGS, IN ACCORDANCE WITH THE “LAW AGAINST DISCRIMINATION”, P.L. 1945, c.169 (C.10:5-1 et seq.).

3. **PET REGISTRATION**

Senior Citizens and Handicapped Residents who wish to apply for a Pet Permit must first register the pet before it is brought onto the project premises, and must update the registration annually. The Lodi Housing Authority may coordinate the annual update with the annual re-examination of resident income, if applicable.

The following information must be provided at time of registration:

- A Certificate signed by a licensed Veterinarian or a State or Local Authority empowered to inoculate animals (or designated agent of such an authority) stating that the pet has received all inoculations required by applicable State and Local Law.
- Information sufficient to identify the pet.
- Documentation should be provided to demonstrate that the pet has been licensed or that steps have been taken to obtain a license in accordance with applicable State and Local Laws and Regulations (applies to dogs and cats).
- The name, address, and phone number of one or more responsible parties who will care for the pet, if the pet owner passes away, is incapacitated, or is otherwise unable to care for the pet.

- At the time of Pet Registration, applicant/resident shall agree to sign “Pet Emergency Care Plan” certification and is required to obtain the signatures of the responsible parties named in paragraph 4 of this section who will care for the pet. Certification must be *Notarized*.

4. **PET PERMIT**

Prior to bringing the pet onto Lodi Housing Authority premises, applicant/resident must file an application for a Pet Permit with the Lodi Housing Authority Administration Office. A Pet Permit will be issued after all initial conditions of this Policy have been met.

5. **CONDITIONS FOR ISSUANCE OF PET PERMIT**

- Resident/Applicant must have complied with all requirements as prescribed under Item (3) of this Policy.
- Applicant/Resident at this time should have obtained the necessary Pet License in accordance with applicable State and Local Laws and Regulations (applies to dogs and cats). Copy of said license must be submitted to the Lodi Housing Authority.
- Applicant/Resident shall provide the Lodi Housing Authority with a signed and
notarized “Pet Emergency Care Plan” as described under Item 3., paragraph (5).
- Applicant/Resident must certify and agree to the general terms and conditions of the Lodi Housing Authority of said pet and acknowledge that the Pet Permit can be revoked for failure to follow Pet Management Rules and Agreement.
- Prior to issuance of Pet Permit, applicant/resident agrees to post a refundable Pet Security Deposit of \$150.00 or one-half month’s rent, whichever is less, and shall be in addition to the amount authorized pursuant to Section 4 of P.L.1971, C.223 (C.46:8-21.2). The Pet Security Deposit shall be subject to all the pertinent provisions of P.L.1967, C.265 (C.46:8-19 et. Seq.), governing rental security deposits. Gradual accumulation of the deposit by the pet owner will be allowed. Initial payment will not exceed \$50.00 when the pet is brought onto the premises, and subsequent monthly payments not to exceed \$10.00 per month until the amount of the deposit is reached.
NOTE: The refundable pet deposit is in addition to any financial obligation generally imposed on residents of the project. The project owner may use the pet deposit only to pay reasonable expenses directly attributable to the presence of the pet in the project, including (but not limited to) the cost of repairs and replacements to, and fumigation of, the resident’s dwelling unit, and the cost of animal care facilities under 24CFR 243.45. The owner (LHA) shall refund the unused portion of the Pet Deposit to the resident within a reasonable time after the resident moves from the project or no longer owns or keeps a dog or cat in the dwelling unit.

- Prior to issuance of Pet Permit, applicant/resident agrees to sign a statement that applicant/resident has read and understands the Pet Policy and agrees to amend the Lease accordingly.
- Applicant/Resident must file as part of the application process, a “Pet Emergency Care Plan” in case applicant/resident is unable to care for said pet in an emergency and which will empower the program administrator to transfer pet care responsibility to an approved friend or relative of the applicant/resident off the premises of the Lodi Housing Authority as set forth in the “Pet Emergency Care Plan”.

6. **PET MANAGEMENT PLAN**

- a. Limit, one Pet Permit per applicant/resident.
- b. Limit, one domesticated animal per Pet Permit.
- c. Pets to be confined to apartment unless on a leash, including cats.
- d. Pets shall not wander without attended restraint (leash) in common areas of the building or on the grounds.
- e. All pets must be fed and watered inside the dwelling units; pet food or water may not be left outside the dwelling unit at any time.
- f. Pets must be kept on a leash and under resident’s supervision when outside the dwelling unit. Lodi Housing Authority or Housing Authority’s representative shall have the right to pick up unleashed pets and/or report them to the proper authorities. Lodi Housing Authority may impose reasonable charges for picking up and/or keeping unleashed pets.
- g. Dogs and cats must be housebroken. All other pets must be caged at all times.
- h. Unless Lodi Housing Authority has designated a “*specific area*” in residents unit or on the grounds for pet defecation and urination, residents shall not permit their pet to defecate anywhere on Lodi Housing Authority property, including dwelling units, patio areas, walkways, stairs, stairwells, parking lots, grassy areas or other places; and residents must take their pet off Lodi Housing Authority property for that purpose. If defecation/urination is permitted inside the dwelling unit or on patio areas, it shall be done in litter boxes with “kitty litter” type mix. If pet defecation occurs anywhere on Lodi Housing Authority property (including fenced yards for residents’ exclusive use), residents shall be responsible for the immediate removal of waste and repair of damage. Notwithstanding any provision herein, residents shall comply with Local Ordinances.

7. **RESIDENT/APPLICANT ACKNOWLEDGES RESPONSIBILITY FOR THE CLEANLINESS OF PET AND REMOVAL OF PET WASTE FROM BUILDING DAILY BY:**

- a. Placing cat litter waste into bags and trash dumpster.
- b. Placing dog on leash and taking dog to established “Pet Relief Area” if one is designated. If a specific area has not been designated for pet defecation/urination, residents shall not permit their pet to defecate/urinate anywhere on Lodi Housing Authority property; including dwelling units, patio areas, walkways, stairs, stairwells, parking lots, grassy areas or other places,

and residents must take their pet off Lodi Housing Authority property for that purpose.

- c. If a “Pet Relief Area” has not been designated, dog shall be curbed and all feces deposited by such dog immediately removed, placed in plastic bag, sealed, and put in outside dumpsters. If defecation/urination is permitted inside the dwelling unit or on patio areas, it shall be done in litter boxes with “kitty litter” type mix. If pet defecation/urination occur anywhere on Lodi Housing Authority property (including fenced yards for resident’s exclusive use), residents shall be responsible for the immediate removal of waste and repair of damage, notwithstanding any provision herein, residents shall comply with Local Ordinances regarding pet defecation.
NOTE: Residents are not to store pet waste in their apartment or flush pet waste with “kitty litter” down the toilet, sinks, or bathtubs.
- d. Apartment must be clean and free of pet odors at all times.
- e. Resident agrees to manage pet in such a way that it does not contribute to complaints from other residents regarding behavior and activities of said pet.
- f. IF resident has pet spayed or neutered, (NOT a requirement of the Lodi Housing Authority), it is advisable to provide the Lodi Housing Authority with a copy of certification of the procedure.
- g. Pets **should not be left** unattended for a period longer than **seven (7) hours** (time varies for puppy or kitten), on any one occasion.
- h. Resident agrees to remove from housing project any offspring of his/her domesticated animal within eight weeks of their birth; except that, the Lodi Housing Authority may require their removal at an earlier date if the offspring of that domesticated animal may be so removed without unreasonable danger to their health.

8. **PET RESTRAINT**

All cats and dogs should be appropriately and effectively restrained and under the control of a responsible individual while on the common areas of the project.

9. **SANITARY STANDARDS (PET WASTE)**

Resident shall control pet to insure that pet uses only the designated area or litter box for urination or defecation. Refer to Section 7 of this policy for disposal of pet waste. **PET WASTE REMOVAL CHARGE:** A five dollar (\$5.00) Pet Waste Removal charge per each occurrence will be imposed on pet owner that fails to remove pet waste in accordance with the prescribed pet rules.

10. **INSPECTION OF UNIT**

Residents agree as a condition of accepting the Pet Permit, that resident’s apartment will be available for inspection of compliance of Pet Policy within 48 hours after receiving written notice. **EMERGENCIES:** The Lodi Housing Authority or designee has the authority to enter premises without notice and inspect unit if Lodi Housing Authority has received complaint of continuous pet nuisance, i.e., excessive

dog barking, cat scratching or meowing, or Housing Authority has knowledge that pet has been left alone for a period longer than seven (7) hours and situation is endangering the health of the pet, or if pet is nuisance or threat to the health or safety of the occupants of the project or other person in the community where the project is located. If there is no State or Local authority (or designated agent of such an authority) authorized under applicable State or Local Law to remove a pet that becomes vicious, displays symptoms of severe illness, or demonstrates other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole, the Housing Authority may enter the premises (if necessary) to remove the pet and place it in a facility which will provide care and shelter for a period not to exceed thirty (30) days.

The Dwelling Lease permits the Lodi Housing Authority to enter the premises and remove the pet or take such other permissible action only if the Lodi Housing Authority requests the pet owner to remove the pet from the project immediately, and the pet owner refuses to do so, or if the Lodi Housing Authority is unable to contact the pet owner to make a removal request. The cost of the animal care facility is the responsibility of the pet owner or a representative of the pet owner.

11. **PETS TEMPORARILY ON THE PREMISES**

Residents with pets “temporarily” on the premises are subject to comply with all the requirements of the Pet Policy. Residents with “temporary” pets are to be kept in the resident’s dwelling accommodations for a period of less than fourteen (14) consecutive days and nights; unless otherwise stated.

12. **DAMAGES**

Damages caused by pet as determined by inspection shall be repaired/replaced by the Lodi Housing Authority at full repair/replacement cost at time of discovery of damage(s). Resident will be billed and notified of full repair cost(s) at time of repair, repair cost(s) will be deducted from pet deposit. However, if cost of damage(s) exceed amount of pet deposit (\$150.00 or ½ months rent, whichever is less), resident is responsible for difference.

13. **PET RULE VIOLATION PROCEDURES**

- a. ***Notice of Pet Rule Violation:*** If the Lodi Housing Authority determines on the basis of objective facts, supported by written statements, that a pet owner has violated a rule governing the owning or keeping of pets; the Lodi Housing Authority shall serve a written notice of pet rule violation on the pet owner in accordance with 24 CFR 243.22 (f) (i.) or (ii.).
- b. ***The Notice of Pet Rule Violation must:***
 - Contain a brief statement of the factual basis for the determination and the pet rule or rules alleged to be violated;
 - State that the pet owner has ten (10) days from the effective date of service of the notice to correct the violation (including, in appropriate circumstances, removal of the pet) or to make a written request for a meeting to discuss the violation;

- State that the pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and
 - State that the pet owner's failure to correct the violation, to request a meeting, or to appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.
- c. ***Pet Rule Violation Meeting:*** If the pet owner makes a timely request for a meeting to discuss an alleged pet rule violation, the Lodi Housing Authority shall establish a mutually agreeable time and place for the meeting, but no later than fifteen (15) days from the effective date of service of the notice of pet rule violation (unless the Lodi Housing Authority agrees to a later date). At the pet rule violation meeting, the pet owner and the Housing Authority shall discuss any alleged pet rule violation and attempt to correct it. The Housing Authority may, as a result of the meeting, give the pet owner additional time to correct the violation.

If the pet owner and the L.H.A. are unable to resolve the pet rule violation at the pet rule violation meeting, or if the L.H.A. determines that the pet owner has failed to correct the pet rule violation within any additional time provided for this purpose under paragraph one of this Section, the L.H.A. may serve a written notice on the pet owner in accordance with 24 CFR 243.22 (f) (1) (i.) or (ii.) (or at the meeting, if appropriate), requiring the pet owner to remove the pet.

The Notice Must:

- Contain a brief statement of the factual basis for the determination and the pet rule or rules that have been violated;
- State that the pet owner must remove the pet within ten (10) days of the effective date of service of the notice of pet removal (or the meeting, if notice is served at the meeting); and
- State that failure to remove the pet may result in initiation of procedures to terminate the pet owner's tenancy.

d. Initiation of Procedures to Remove a Pet or Terminate the Pet Owner's Tenancy:

- 1) The Lodi Housing Authority may not initiate procedures to terminate a pet owner's tenancy based on a pet rule violation, unless;
 - the pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified in this Section (including any additional time permitted by the L.H.A.), and;
 - the pet rule violation is sufficient to begin procedures to terminate the pet owner's tenancy under the terms of the Lease and applicable regulations.
- 2) The Lodi Housing Authority may initiate procedures to remove pet under 24 CFR 243.40 at any time, in accordance with the provisions of applicable State or Local Law.

14. **SERVICE OF NOTICE (as per 24 CFR 243.22 (f) (i.) or (ii.)**

The Lodi Housing Authority must serve the notice required under this Section by:

- sending a letter by first class mail, properly stamped and addressed to the resident at the dwelling unit, with a proper return address; or
- serving a copy of the notice on any adult answering the door at the resident's leased dwelling unit, or if no adult responds, by placing the notice under or through the door; or
- for service of notice to resident's of a high-rise building, posting the notice in at least three (3) conspicuous places within the building and maintaining the posted notices intact and in legible form for thirty (30) days. For purposes of this paragraph, a high-rise building is a structure that is equipped with an elevator and has a common lobby.

For purposes of computing time periods following service of the notice, service is effective on the day that all notices are delivered or mailed, or in the case of service by posting, on the day that all notices are initially posted.

15. **PROTECTION OF THE PET**

If the health or safety of a pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet, the Lodi Housing Authority may contact the responsible party or parties listed in the pet registration required under 24CFR 243.20(b) (4) (III). If the responsible party or parties are unwilling or unable to care for the pet, or the project owner, despite reasonable efforts, has been unable to contact the responsible party or parties, the Lodi Housing Authority may contact the appropriate State or Local Authority (or designated agent of such an authority) and request the removal of the pet. If there is no State or Local Authority (or designated agent of such an authority) authorized to remove a pet under these circumstances and the Lodi Housing Authority has placed a provision in the Lease Agreement (as described in 24CFR 243.30(c.) (2)), the Lodi Housing Authority may enter the pet owner's unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or representative of the pet owner is able to assume responsibility for the pet, but not longer than thirty (30) days. The cost of the animal care facility provided under this section shall be borne by the pet owner. If the pet owner (or the pet owner's estate) is unable or unwilling to pay, the cost of the animal care facility may be paid from the pet deposit, if imposed under the pet rules.

16. **REVOCATION OF PET PERMIT/LEASE**

Under the following circumstances, Lodi Housing Authority may refuse to renew a senior citizen's Lease for a dwelling unit in a senior citizen housing project or may revoke pet permit and require that a senior citizen remove, by sale, donation, gift, or otherwise, a domesticated animal from a dwelling unit in a senior citizen housing project:

- a. When the existence of a domesticated animal or the senior citizen's refusal to comply with the rules and regulations governing domesticated animals constitutes a violation of Federal, State or Local building, health or use codes;
- b. When the senior citizen fails to properly care for the domesticated animal;
- c. When the senior citizen fails to properly control the domesticated animal by using a leash, if appropriate, or other necessary safety devices when walking or taking the domesticated animal to or from his dwelling unit or while on the land appurtenant thereto, or fails to take prompt action to remove any animal waste when requested by the Lodi Housing Authority; or
- d. When the senior citizen fails to confine the domesticated animal's body waste functions to areas that do not interfere with the ingress and egress of any person to or from the senior citizen housing project, or with the use of common areas in and about the senior citizen housing project by the other residents thereof and their invitees;
- e. Upon death of pet;
- f. Upon permanent removal of pet from the project;
- g. Pet has caused extensive damage to apartment, common areas, personal or persons;
- h. Pet is nuisance or threat to health or safety of other occupants of the project or of other persons in the community where the project is located;
- i. Upon expiration of municipal animal license, unless copy of renewed license is provided to Lodi Housing Authority;
- j. Upon expiration of inoculation, unless current inoculation status is recertified.

17. **REJECTION OF UNITS BY APPLICANTS FOR TENANCY**

- a. An applicant for tenancy in a project for the elderly or handicapped may reject a unit offered by the Lodi Housing Authority if the unit is in close proximity to a dwelling unit in which an existing resident of the project owns or keeps a common household pet.

An applicant's rejection of a unit under this section shall not adversely affect his or her application for tenancy in the project, including (but not limited to) his or her position on the project waiting list or qualification for any resident selection preference.

- a. Nothing in this part imposes a duty on the Lodi Housing Authority to provide alternate dwelling units to existing or prospective residents because of the proximity of common household pets to a particular unit or the presence of such pets in the project.

18. **AMENDMENT OF PET RULES**

The Lodi Housing Authority may amend the Pet Rules at any time by following the procedures for the development of Pet Rules specified in 24CFR 243.22 paragraphs (b) through (d).

PET POLICY DEFINITIONS

COMMON HOUSEHOLD PET/DOMESTICATED ANIMAL

Common household pet means a domesticated animal, such as a dog, cat, bird, rodent (including a rabbit), fish, or turtle that is traditionally kept in the home for pleasure rather than for commercial purposes. Common household pet does not include reptiles (except turtles). *This definition shall not include animals that are used to assist the handicapped.*

ELDERLY OR HANDICAPPED FAMILY

Means an elderly or handicapped person(s) or family, as defined in 24CFR 912.2.

PROJECT FOR THE ELDERLY OR HANDICAPPED

Project for the elderly or handicapped means a specific rental or cooperative multifamily property that, unless currently owned by HUD, is subject to a first mortgage, and;

- (1) That is assisted under Section 202 of the Housing Act of 1959 (Housing for the Elderly or Handicapped);
- (2) (i.) That was designated for occupancy by elderly or handicapped families when funds for the project were reserved, or when the commitment to insure the mortgage was issued or, if not then so designated, that is designated for such occupancy in an effective amendment to the regulatory agreement covering the project, made pursuant to the project owner's request, and (ii.) that is assisted (with or without HUD mortgage insurance) under Section 221 (d) (3) (BMIR) of the National Housing Act or 24CFR Part 236.

SENIOR CITIZEN

Senior Citizen means a person 62 years of age or over and shall include a surviving spouse, if that surviving spouse is 55 years of age or over.

SENIOR CITIZEN HOUSING PROJECT

Senior Citizen housing project or projects means any building or structure, and any land appurtenant thereto, having three (3) or more dwelling units, be they rental or owner-occupied.

CONTINUING NUISANCE

Continuing nuisance means the keeping of a domesticated animal in a manner which interferes with health, security and comfort of the other residents of a senior citizen housing project, or the keeping of domesticated animals of a number, size, breed or species inappropriate for the type or size of senior citizen housing project or a dwelling unit within that senior citizen housing project.

PROJECT OWNER

Means an owner (including HUD, where HUD is the owner) or manager of a project for the elderly or handicapped, or an agent authorized to act for an owner or manager of such housing.

LANDLORD

Landlord means, in the case of a senior citizen housing project in which dwelling units are rented or offered for rent under either a written or oral lease, the person or persons who own or purport to own the building, structure or complex of buildings or structures in which those rental dwelling units are situated. In the case of a senior citizen housing project that is organized or operated as a planned real estate development, landlord means the governing board or body of that development.

COMMUNITY SERVICE

A. REQUIREMENT [MANDATED BY QHWRA]

Section 512 of The QHWRA mandates PHAs to require that adults residing in public housing comply with community service requirements.

Every adult resident of LHA will be required to perform eight hours of community service each month, or participate in a self-sufficiency program for at least eight hours each month. This does not include political activities.

B. EXEMPTIONS

The LHA shall not apply the community service requirement to:

- Elderly persons,
- Persons with disabilities*
- Persons already working
- Persons exempted from work requirements under State welfare to work programs, or
- Persons receiving assistance under a State program that have not been found to be in noncompliance with such a program.

NOTE* Persons with disabilities are not necessarily automatically exempt; a person is only exempt to the extent the disability makes the person “unable to comply.”

Exemption status should be verified annually.

C. ANNUAL DETERMINATIONS

LHA must determine on an annual basis if the resident family member subject to community service requirement has met the requirements set forth in this policy. LHA shall 30 days prior to the expiration of the lease must review and determine the compliance of the resident with the community service requirement.

Such determination shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

D. NONCOMPLIANCE

If the LHA determines that a resident is not compliant, the LHA shall notify that resident of the determination that:

- The determination is subject to administrative grievance procedures [a court hearing is also not precluded]; and
- That the resident’s lease will not be renewed unless the resident enters an agreement with the LHA to make up the missed hours by participating in a self-sufficiency program or contributing to community service.

Ineligible Occupancy – The LHA shall not renew or extend any lease, or provide any new lease, for a dwelling unit for any household that includes an adult member who was subject to the community service requirement and failed to comply with the requirement.

E. ECONOMIC SELF-SUFFICIENCY PROGRAM

Economic self-sufficiency program for purposes of complying with community service requirement is defined as one of the following but not limited to:

- Participating in an educational or vocational training program which is geared towards employment;
- Working in community service work which is geared towards improving the physical environment of the resident's development;
- Volunteer work in a local school, hospital or shelter;
- Volunteer work in local community service organization, child care center;
- Volunteer work in local youth centers and neighborhood group programs;

LHA will review and inquire regarding other available programs in the community and provide a listing of each program available and goals that they are geared to achieve.

The LHA is will provide the residents with the greatest choice possible in identifying community service opportunities.

F. LHA'S RESPONSIBILITY & IMPLEMENTATION OF COMMUNITY SERVICE REQUIREMENT

LHA'S Responsibility:

The LHA ensures that all community service programs are accessible for persons with disabilities.

The conditions under which the work is performed are not hazardous.

The work is not labor that will be perform by the LHA's employees responsible for essential maintenance and property services; or the work is not otherwise unacceptable.

LHA Implementation of Community Service Requirement:

The LHA will administer its own community service program, in partnership with volunteer and community services agencies.

Residents will receive flyers/booklets with community service programs and volunteer opportunities available throughout the community.

LODI HOUSING AUTHORITY

VOLUNTARY CONVERSION REQUIRED INITIAL ASSESSMENTS

DOCUMENTATION

We certify that we have conducted the required initial assessment in accordance with 24 CFR 972.200 for each of our developments.

We certify that we have reviewed the development's operation as public housing; we have considered the implications of converting the public housing to tenant based assistance; and we have concluded that the conversion of the developments are inappropriate because removal of the developments would not meet the necessary conditions described in 24 CFR 972.200 (c).

The initial assessment demonstrated that the conversion would be more expensive than continuing to operate the development (or portions of it) as public housing; it would not benefit the residents of the public housing development to be converted nor the community; and it would adversely affect the availability of affordable housing in the community.

The only development subject to the Required Initial Assessment is NJ 011001 De Vries Park 100 units' general occupancy.

We have two elderly/disabled developments NJ 011002, 003 not subject to the Required Initial Assessments based on exemptions.

As previously stated, the initial assessment demonstrated that the conversion would be more expensive than continuing to operate the development (or portions of it) as public housing; it would not benefit the residents of the public housing development to be converted, nor the community; and it would adversely affect the availability of affordable housing in the community.

Below is our feasibility survey/cost calculation for the conversion of NJ 011001 from Public Housing Stock to tenant-based assistance.

- Installation of individual electric meters in each apartment (does not include wiring) \$1000 per unit x 100 units = \$100,000.
- Installation of individual gas meters and new separate gas lines \$750 per unit x 100 units = \$75,000.
- Separate Heating System - Apartments are not equipped to handle individual boilers. Would have to incorporate an addition to each building to house independent boilers/hot water heaters. An additional 21 buildings would have to be constructed since we do not have basements. An alternative would be to convert to electric heating. However electric heating is not cost effective.

- Construction of additional 21 buildings to house boilers/hot water heaters \$50,000 per building x 21 buildings = \$1,050,000.
- \$3,000 for separate heat/hot water distribution per unit x 100 units = \$300,000.
- Separate water meters, water distribution and main lines
\$750 per unit x 100 units = \$75,000.
- Independent Sewer lines - We have back-to-back apartment lines. It would be necessary to rip out walls, kitchen cabinets, ceilings, floors, bathrooms, etc.
\$10,000 per unit x 100 units = \$1,000,000.

Estimated total cost for conversion of NJ 011001 from public housing stock to tenant-based assistance is \$2,600,000.

This survey does not include the following:

- Parking facilities
- Play grounds
- Landscaping
- Ground maintenance.

De Vries Park



Tenants Association

April 13, 2005

TO: Thomas DeSomma, Executive Director

FR: Ceil Sconzo, President of De Vries Park Tenant Association

RE: COMMENTS/RECOMMENDATIONS FOR LHA 5-YEAR & ANNUAL PLAN

At our meeting held April 11, 2005, the following comments/recommendations were made by the tenants to the Board.

- 1] 2nd thru wall A/C sleeve for upstairs. One A/C sleeve located in the hallway does not cover the bedroom areas.
- 2] Extra outlet in kitchen area, next to fuse box on wall. Not enough outlets in kitchen countertop area.
- 3] Carbon Monoxide Detectors.
- 4] Replacement of the slate slabs at the rear of apartments that were removed.
- 5] Tenants feel current Security Camera Surveillance Equipment is inadequate for the complex, need more cameras and better lighting.

On behalf of the Association, we want to thank you and the Board of Commissioners for all that's been done to improve the residents quality of life.

Sincerely,

Ceil Sconzo, President
Charissa Paulison, Vice
President

MASSEY STREET~RENNIE PLACE~DE VRIES PARK



SENIOR TENANT ASSOCIATION RENNIE PLACE COMMUNITY ROOM

April 8, 2005

Thomas DeSomma, Executive Director
and Board of Commissioners
Lodi Housing Authority
50 Brookside Avenue
Lodi, NJ 07644

**RE: RESPONSE TO REQUEST FOR COMMENTS/RECOMMENDATIONS
FOR LHA 5-YEAR & ANNUAL PLAN**

At our Senior Citizen Tenant Association meeting which was held on April 6, 2005, the residents did not have any major suggestions or recommendations. They are happy with the improvements that have been made so far.

We all wish the Housing Authority the best in their endeavor to make additional improvements with their 5-Year and Annual Plan and thank you for requesting our participation.

Very truly yours,

Hilda Mahady, President

NORTH MAIN STREET



SENIOR TENANT ASSOCIATION NORTH MAIN STREET COMMUNITY ROOM

April 178, 2005

Thomas DeSomma, Executive Director
LHA Board of Commissioners
50 Brookside Avenue
Lodi, NJ 07644

RE: LHA 5-YEAR & ANNUAL PLAN SUGGESTIONS/RECOMMENDATIONS

Dear Mr. DeSomma and Board:

At our April 14, 2005 meeting I asked membership to suggest items for improvement at our North Main Street Complex.

The only request made was for NEW bathroom medicine cabinets. The existing cabinets are very old and most are rusted badly.

If these suggestions can be put into the 5-Year/Annual Plan we will be very happy and we thank you for the housing authority's concern for our living conditions.

Sincerely,

Sarah DeGrado, President

**CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN
PART I: SUMMARY**

PHA NAME: Lodi Housing Authority						<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1
DEVELOPMENT NUMBER/NAME/HA-WIDE	YEAR 2	WORK STATEMENT FOR YEAR 2 FFY GRANT: 2006 PHA FY: 2006	WORK STATEMENT FOR YEAR 3 FFY GRANT: 2007 PHA FY: 2007	WORK STATEMENT FOR YEAR 4 FFY GRANT: 2008 PHA FY: 2008	WORK STATEMENT FOR YEAR 5 FFY GRANT: 2009 PHA FY: 2009	
	ANNUAL STATEMENT					
DE VRIES PARK		\$315,000	\$502,500	\$1,140,000	\$1,775,000	
MASSEY STREET (2a)		\$92,000	\$177,000	\$70,000	\$128,000	
N. MAIN STREET (2b)		\$82,000	\$207,000	\$70,000	\$198,000	
RENNIE PLACE (3)		\$78,000	\$76,000	\$70,000	\$2,598,000	
CFP FUNDS LISTED FOR 5-YEAR PLANNING		\$567,000	\$962,500	\$1,350,000	\$4,699,000	
REPLACEMENT HOUSING FACTOR FUNDS						

**CAPITAL FUND PROGRAM FIVE-YEAR ACTION PLAN
PART II: SUPPORTING PAGES - WORK ACTIVITIES**

ACTIVITIES FOR YEAR 2	ACTIVITIES FOR YEAR: <u>4</u> FFY GRANT: 2008 PHA FY: 2008			ACTIVITIES FOR YEAR: <u>5</u> FFY GRANT: 2009 PHA FY: 2009		
	DEVELOPMENT NUMBER/NAME	MAJOR WORK CATEGORIES	ESTIMATED COST	DEVELOPMENT NUMBER/NAME	MAJOR WORK CATEGORIES	ESTIMATED COST
SEE	DE VRIES PARK	1. Encapsulate all interior plaster walls, with new sheetrock, remove and replace all trim including door jams, baseboard and windows	\$500,000	DE VRIES PARK		
	NJ11-01			NJ11-01	1. Replace basement entrance steps and catch basins for 8 units.	\$80,000
					2. Install 2 additional clothes dryer areas.	\$15,000
ANNUAL		2. Install A/C sleeves in all bedrooms.	\$100,000		3. Install new seating/table areas behind each unit with concrete pads from rear steps.	\$100,000
		3. Install floor insulation in basement and crawl spaces.	\$50,000		4. Painting of all units including all interior/exterior doors.	\$60,000
		4. Installation of trees/shrubs throughout the complex.	\$60,000		5. Re-sand/repair/re-finish all hardware floors, steps and hand rails.	\$120,000
STATEMENT		5. Replace/refinish kitchen cabinets and counter tops.	\$250,000		6. Construct 10 new handicap housing units.	\$1,000,000
		6. Remove/replace all bathroom vanities and sinks/faucets.	\$50,000		7. Re-treat all buildings for termites and carpenter ant infestation.	\$20,000
		7. Install new closet organizers	\$30,000		8. Upgrade entire electrical system in all units including distribution, panel lighting, etc.	\$380,000
		8. Create garbage/recycling area by each unit	\$100,000			
TOTAL CFP ESTIMATED COST			\$1,140,000			\$1,775,000

