

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2007

Revised 11/06/06

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

PHA Plan Agency Identification

PHA Name: Paterson Housing Authority

PHA Number: NJ021

PHA Fiscal Year Beginning: April 1, 2007

PHA Programs Administered:

Public Housing and Section 8
 Section 8 Only
 Public Housing Only
 Number of public housing units: Number of S8 units: Number of public housing units:
 Number of S8 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 (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009
[24 CFR Part 903.5]

A. Mission

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

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

- The PHA's mission is:
 - Providing housing opportunities for Paterson residents eligible for public housing or for Section 8 housing choice vouchers that is decent, safe, sanitary and affordable.
 - Providing economic uplift opportunities for its family housing residents who are unemployed or underemployed by providing appropriate training, and exploring job opportunities with and for residents.
 - Promoting homeownership through the HOPE VI, Section 8, and other programs.
 - Working with other entities in the creation of mixed income finance developments to provide new or rehabilitated housing.
 - Empowering its residents, in concert with HUD's programs and initiatives.
 - Preserve and expand the supply of good quality housing units.
 - Link housing with essential supportive housing services.
 - Promote racial and economic diversity.

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
 - Using Project Based Section 8 to support additional housing.
 - Collaborate with community partners to develop transitional housing.

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

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

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: Residents' participation in cleaning of public spaces at family developments.

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: Promote life skills development programs for public housing residents.
Provide homeownership counseling to residents of the PHA.
Undertake a strategy to implement a move to work 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)

Other PHA Goals and Objectives:

1. Continue to work cooperatively with the Mayor's Office, Paterson Police Department and Passaic County Sheriff's Office to provide additional security Measures for all family developments.
 - Remote monitoring capabilities to monitor the security cameras centralized at all sites.
 - Maintain a police sub-station at the Alexander Hamilton Development.
 - Continue to encourage the development and use of Senior Resident Patrols.
2. PHA Goal: Improve the public perception of the Housing Authority as a public agency.
 - Continuing to interact positively with the community, organizations and the City Council.
 - Provide evening PBA security patrols for the six senior developments and two family developments.
 - Continuing to work closely with all resident councils and to meet with all resident council presidents bi-monthly.

- Working closely with the Mayor's Office and other city agencies.
- 3. PHA Goal: Build communication and partnerships with other public agencies for the benefit of the public housing population.
 - Continue to develop advocacy and support of the community, charitable organizations and governmental agencies for residents' benefit by implementing a public speaking program.
 - Motivate residents to improve their family circumstances according to their own individual abilities by offering a variety of enrichment programs.
 - Continuing the partnership with NJ Community Development Corporation in promoting the IDA Program.
 - Maintain newsletter circulation to include residents, community partners, and governmental agencies.
- 4. Implement the 5 Year Affordable Housing Strategic Plan – to mirror the City of Paterson's Redevelopment Plan.
- 5. Develop informational workshops to improve business relationships with landlords, vendors, contractors, etc.
- 6. Asses other opportunities to undertake private management through the PHA's/PDMC (Paterson Development and Management Corporation).
- 7. Administer the City of Paterson's Department of Community Development Housing Choice Voucher Program.

Annual PHA Plan
PHA Fiscal Year 2007
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Section 1: Five Year Plan

Section 2: Annual Plan

This Section includes the components required to be submitted by a standard performing housing authority. Please refer to the Table of Contents for the components included. Any required components that are not included in the submission are so indicated in the Table of Contents, along with the location of the applicable materials and the date submitted to HUD, if required. The Five Year and Annual Plan was available for public review from October 23 through December 8, 2006. An attendance sheet for the Public Hearing as well as the Minutes including resident/public comments, are available for review in the Housing Authority's file on the Annual Plan. The Board of Commissioners approved the Five Year Plan and Annual Plan on December 18th, 2006 for submission to HUD on January 4th, 2007. Questions or approval notification should be addressed to Irma Gorham, Executive Director of the Paterson Housing Authority.

Respectfully submitted,

Irma Gorham
Executive Director

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2006 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2006 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	other approved proposal for development of public housing	
x	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
x	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
x	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
x	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
x	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	11,342	5	5	3	2	3	2
Income >30% but <=50% of AMI	6,706	4	3	3	3	3	3
Income >50% but <80% of AMI	5,207	1	1	2	2	2	2
Elderly	4,460	4	3	3	4	2	4
Families with Disabilities	6,579	4	4	3	4	3	4
Race/Ethnicity Black	10,370	3	3	3	3	3	3
Race/Ethnicity White	4,304	3	3	3	3	3	3
Race/Ethnicity Hispanic	14,325	4	4	3	3	3	3
Race/Ethnicity All	30,629	3	4	3	3	3	3

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2006
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year: 2000
- Other housing market study
Indicate year:

Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	660		
Extremely low income <=30% AMI	498	75%	
Very low income (>30% but <=50% AMI)	162	25%	
Low income (>50% but <80% AMI)	0	0	
Families with children	76	11%	
Elderly families	295	45%	
Families with Disabilities	289	44%	
Race/ethnicity W/H	323	49%	
Race/ethnicity BNH	264	40%	
Race/ethnicity W/NH	73	11%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	548	83%	
2 BR	73	11%	

Housing Needs of Families on the Waiting List			
3 BR	27	4%	
4 BR	9	1%	
5 BR	2	.50%	
5+ BR	1	.50%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 72			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – Fire Victims, federal disaster victims			

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	177		25
Extremely low income <=30% AMI	91	51%	
Very low income (>30% but <=50% AMI)	49	28%	
Low income (>50% but <80% AMI)	37	21%	
Families with children	154	87%	
Elderly families	4	2%	
Families with Disabilities	8	5%	

Housing Needs of Families on the Waiting List			
Race/ethnicity WH	82	46%	
Race/ethnicity BNH	92	52%	
Race/ethnicity WNH	3	2%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	82	46%	
2 BR	82	46%	
3 BR	10	6%	
4 BR	3	2%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 33			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes – Fire Victims, disaster victims			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: Implement the activities identified in the 5 Year Affordable Housing Strategic Plan.

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: Develop an affordable housing strategy that includes elderly housing assistance.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007 grants)		
a) Public Housing Operating Fund	5,645,883	
b) Public Housing Capital Fund	318,540	
c) HOPE VI Revitalization	2,594,948	
d) HOPE VI Demolition	-0-	
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,984,220	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	-0-	
g) Section 8 Administrative Fees	683,160	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
h) Section 8 FSS Coordinator	49,392	
i) Substantial Rehab-Project Based Section 8	721,226	
j) Public Housing Drub Elimination Program (including any Technical Assistance funds)	-0-	
k) Resident Opportunity and Self-Sufficiency Grants	-0-	
l) Community Development Block Grant	-0-	
m) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
CHC Grants (FY06)	25,206	Homeownership Counseling
2006 Senior ROSS & Disability	221,920	Public Housing Operations
2005 Family ROSS	163,960	Public Housing Operations
2005 Neighborhood Network ROSS	142,170	Public Housing Operations
Public Housing RHF/CFP (FY00-06)	7,557,996	Public Housing New Development
Public Housing Capital Fund (FY05-06)	3,412,636	Public Housing Operations
Public Housing Operating Reserve	3,783,800	Public Housing Operations
3. Public Housing Dwelling Rental Income	3,853,845	Public Housing Operations
4. Other income (list below)		
Section 8 Admin. Reserve	273,014	Public Housing Operations
Excess Utilities	105,390	“ “ “

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Late Charges	30,700	Public Housing Operations
Work Orders	45,140	“ “ “
Laundry Receipts	18,000	“ “ “
Interest Income	226,000	“ “ “
Rental Space Income	196,410	“ “ “
Miscellaneous Income	72,340	“ “ “
4. Non-federal sources (list below)		
City of Paterson – CHC Grant	50,000	Homeownership Counseling
Total resources	39,175,896	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other: The Registry – Independent credit and criminal background checks. SWICA (State Wage Information Collection Agency)

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

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

(2)Waiting List Organization

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

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

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

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

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

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

- (x) 1. Involuntary Displacement -
 - City of Paterson residents who are fire victims.
 - City of Paterson residents displaced by government action.
 - Federally declared public housing disaster victims residing in another Jurisdiction.

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 2. Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 3. Other preference(s):
 - Households whose head, spouse or sole member is elderly or disabled person.
 - Victims of Domestic Violence.
 - Everything being equal, the deciding factor will be the date and time of receiving the application.

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers

- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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

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

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

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

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below: Difficulty in locating apartment due to tight housing market. Hard to house. Family illness. Lead abatement.

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- 1. Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other: Cable TV, Organizations, Newspapers, Newsletter

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

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

(2) Flat Rents

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

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other:
65% of the Fair Market Rent.

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

(select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1647	200
Section 8 Vouchers		
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	Fair Unification 75	
Public Housing Drug Elimination Program (PHDEP)	0	N/A
Other Federal Programs(list individually)	ROSS: Elderly, Family & Neighborhood Networks, FSS, Capital Fund Program, Housing Counseling	

C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management:

Admissions & Continued Occupancy Policy

Lease

Grievance Policy

Blood Borne Disease Policy

Hazardous Materials

Natural Disaster Policy

Community Space Policy

Maintenance Repair Charge List

Preventive Maintenance Policy

Maintenance Training Policy

Public Housing HUD Handbook

A Data Directions computerized work order and inventory control book.

B Maintenance Manager’s resource book.

C Night emergency crew procedures.

D Elevator Maintenance and PM contractor specs.

E Pest Control/Exterminator contractor specs.

(2) Section 8 Management:

- A HQS Inspection Forms
- B Section 8 Administrative Plan
- C Section 8 Orientation Workshops
- D Nan McKay Section 8 Management Handbook
- E Nan McKay Owner's Handbook and Tenant Handbook
- F Section 8 HUD Handbook

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
- Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

- 1. Development name:
- 2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

Off-site 104 Units – Replacement Housing Funds.

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: Alexander Hamilton Development
1b. Development (project) number: NJ21-3

2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(09/29/06)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

Designation of Public Housing Activity Description
1a. Development name: Alexander Hamilton Development
1b. Development (project) number: NJ21-3
2. Designation type: Occupancy by only the elderly <input type="checkbox"/>

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

Conversion of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to	

block 5.)

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

- 25 or fewer participants

- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Evening Youth Program</i>	<i>150</i>	<i>Vol.</i>	<i>Division of Recreation</i>	<i>Public Housing</i>
Summer Day Camps	400	Vol.	YMCA, CFCS, Boys/Girls Club, Calvary Baptist Church	Public Housing
One Stop Career Center	20	Vol.	WIB	Public Housing
GED Program	20	Vol.	School Distirct	Both
Adult Day Care Program	25	Vol.	Catholic Family & Community Services	Public Housing
Homeownership Counseling	100	Vol.	PHA	Both
After School Program	85	Vol.	YMCA, PTF	Both
Family Counseling	500	Vol.	Catholic Family & Community Services	Public Housing
ROSS Elderly Exercise Program	75	Vol.	PHA/YMCA	Both
ROSS Elderly Computer Training	20	Vol.	PH A Passaic County Community College	Public Housing
Community Police Program	20	Vol.	HOPE VI Community Center	Public Housing, Section 8, HOPE VI Residents
Adult Exercise Program	60	Vol.	HOPE VI Community Center	Public Housing, Section 8, HOPE

				VI Residents
Adult Basketball	50	Vol.	HOPE VI Community Center	Public Housing, Section 8, HOPE VI Residents
ROSS Neighborhood Network	60	Vol.	PHA	Public Housing
ROSS Family	100	Vol.	PHA	Public Housing
ROSS Elderly ESL(English as a Second Language)	20	Vol.	PHA/PCCC	Public Housing
ROSS Elderly In-Home	40	Vol.	Catholic Family & Community Services	Public Housing
ROSS Family Employability	30	Vol.	PHA/New Destiny Corp.	Public Housing
ROSS Family Computer Training	30	Vol.	PHA/PCCC	Public Housing
ROSS Family Exercise Program	30	Vol.	PHA/YMCA	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		0
Section 8		18

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: Encourage TANF training sponsored by Passaic County Board of Social Services.

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

3. Which developments are most affected?

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other:
Assigned Community Relations Officers for PHA sites
PBA Evening Patrol

2. Which developments are most affected?

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities:
Assigned Community Relations Officers for PHA sites
On-Site Police Precinct at Alexander Hamilton Development
PBA Evening Patrol

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

- 1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment,

rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other:
In keeping with State Statute, the City Council, Mayor or Governor will be responsible for replacing a Commissioner.

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: City of Paterson

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

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

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

Identify parcels of land for the development of affordable housing.

Ongoing consultation on identifying community needs and assisting in the development of a plan to address the needs.
Coordinate homeownership counseling for first-time Section 8 homebuyers in conjunction with IDA Program.
Partnership with the City in developing a 5 Year Strategic Affordable Housing Plan.

D. Other Information Required by HUD

**Housing Authority of the City of Paterson
GOALS**

Attachment A:

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

- A. The PHA has developed and begun to implement a 5 Year Affordable Housing Strategy which mirrors the City of Paterson's Redevelopment Plan.
- B. First Phase of Alexander Hamilton Revitalization mixed income development, off-site.

#2. IMPROVE THE QUALITY OF ASSISTED HOUSING

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

**#3. IMPROVE COMMUNITY QUALITY OF LIFE
AND ECONOMIC VITALITY**

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

#4. INCREASE ASSISTED HOUSING CHOICES

- A. The PHA continues to offer housing choice voucher counseling sessions.

- B. The PHA, in partnership with NJ Community Development Corporation, is offering an IDA Program that allows residents to save for homeownership, education, or business.
- C. The PHA is a HUD approved Housing Counseling Agency and conducts pre-purchase homeownership counseling and has counseled 155 prospective homeowners and 11 have purchased a home during the period October, 2005 to September, 2006.
- D. Hosted the 5th Annual First Time Homebuyers Fair.
- E. The PHA is a HUD approved Section 8 Homeownership Counseling Center and has provided individual counseling to 15 residents during the period of October, 2005 to September, 2005.

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

- A. Offered programs that promote self sufficiency opportunities.
- B. Partnered with the Paterson Health Department for a series of Health & Safety Workshops, and offered senior residents hypertension and glucose screenings.
- C. Offered on site GED training in cooperation with the Paterson School District.
- D. Contracted with Catholic Family & Community Services to provide family counseling and emergency services.
- E. Promote homeownership through counseling.
- F. Partnered with NJ Community Development Corporation IDA Program to promote savings for homeownership, small business, and/or educational growth.
- G. Explore benefits of the Move to Work Program in helping families move to work while continuing to offer affordable housing in an efficient and cost effective manner.

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

- A. Ongoing support of the tenant patrol at NJ21-7 Dr. Norman Cotton Homes, NJ21-8 Rev. William Griffin Homes and NJ21-9 Joseph Masiello Homes.
- B. Ongoing communication with the Passaic County Sheriff's Department and the Paterson Police Department to discuss criminal activity at the two family sites.
- C. Securing police arrest reports and drug test results to expedite the eviction of residents.
- D. In cooperation with the Mayor's Office and Paterson Police Department, set up police precinct at Alexander Hamilton Development.
- E. Maintain security gates on the roadways and parking lots at Alexander Hamilton Development to reduce vehicular traffic.
- F. Entered into a contract with the Paterson PBA to patrol all sites in the evening.

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

- A. Authority staff has built new partnerships with various organizations in the community.
- B. Partnership with NJ Community Development Corporation in the State of New Jersey Individual Development Account (IDA) Program.
- C. Resident Participation Training including all aspects of Resident Quality of Life and Management Issues.
- D. Partnership in a growing collaboration of public and private partners that collaborate on an array of services.

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

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

#9. YOUTH AND RECREATION PROGRAMS

- A. Conducts an Annual Teen Summit to address teenagers' concerns.
- B. After School Tutorial Program at the two family developments.
- C. Both off-site and on-site summer day camps provided for over 400 children.
- D. Partnership with PGA and Community Action Agency for a PHA Golf Program.
- E. GED Program is available on-site at the Alexander Hamilton Development.
- F. Computer Clubhouse is offered at the HOPE VI Community Center.
- G. Youth Services Bureau After School Program at the HOPE VI Community Center.
- H. Computer Learning Center at the Riverside Terrace Development.
- I. Cultural Awareness and Reading Program at the Alexander Hamilton Development.

#10. ENERGY CONSERVATION

- A. Conduct educational workshops with residents.
- B. Lowering temperatures in buildings.
- C. Continue to be part of the energy consortium and monitor its effectiveness.
- D. Adhere to recommendations of the current PHA Energy Audit.

#11 ASSET MANAGEMENT

- A. Implement project based asset management
- B. Four Asset management groups (Two Families and Two Seniors have deformed and approved by HUD)

Attachment B: Resident Membership of the PHA Governing Board

Resident Name: Erma L. Bonds

Appointed Official: Paterson City Council

Term of Office: February 1, 2005 – January 31, 2010

Attachment C:

Resident Advisory Board Members

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

Joann Champion, NJ21-3 Alexander Hamilton Development Resident Council

Nora Howard, 21-6-1 Nathan Barnert Homes Resident Council

Cidron Madsen, NJ21-6-2 Dr. Andrew McBride Homes Resident Council

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

Mae Munsinger, NJ21-8 Rev. William Griffin Homes Resident Council

Florence Serafin, NJ21-9 Joseph Masiello Homes Resident Council

Lorraine Burns, NJ21-10 Gordon Canfield Plaza Resident Council

Elbita Perez, Section 8

Attachment D: Resident Advisory Board Meetings.

**Resident Advisory Board Comments
In Developing the PHA Plan**

**Resident Advisory Board Meeting No. 1 - October 3, 2006
2007 Annual Plan
60 Van Houten Street
Paterson, New Jersey 07505**

Topics:

**PHA Plan Intro & Timetable
RAB Overview
Template Review
Policies
Discussion Items**

Meeting started approximately 5:20 PM. (The attached sign-in sheet was passed around).

I. Gorham: Welcome everyone. The process has not changed and we hope we can add value to the process by our input and this is ... Carol, I have to say this, we can be light at heart and we can speak of this ... Carol, drives us crazy with this and she wears us out but it happens every year and it is a good thing because whatever we put in this document HUD uses as a guide, most times to tell us we can do something, we cannot do something. It really governs how we set the course of action, on how we operate. The service side, the compliance side, she knows it is very important and she makes us stay the course so we are here today and Carol will go through all the particulars about the milestones, the dates and what is going to happen. So thank you for coming. Carol, please.

C. Gladis: Hi, everyone. I think it would be good if we start off by introducing ourselves because there are some new faces. We can start off with Gary.

G. Moses: My name is Gary Moses, the Manager of Joseph Masiello Homes, Gordon Canfield Plaza and Dr. Andrew McBride Homes; **Jones:** I'm Dale Jones, Assistant Executive Director; **Morrison:** Gwendolyn Morrison; **Miller:** Christine Miller from Alexander, **Champion:** Joann Champion from Alexander; **Burns:** Lorraine Burns from

Gordon Canfield; **Bolden:** Earline Bolden, 163 Rosa Parks Boulevard, Dr. Cotton Homes; **Munsinger:** Mae Munsinger, 199 Carroll.

I. Gorham: and I'm not going to say anything about Mae cause when you tell her to show up we can always depend on Mae. Thank you so much.

Howard: Nora Howard, Keen Street; **Serafin:** Florence Serafin from the Masiello Homes; **Bonds:** My name is Erma L. Bonds, the Board of Commissioners Chairperson; Gladis, I'm Carol Gladis with the Housing Authority; **Vazquez,** Fred Vazquez; **Davis,** I'm Kathy Davis.

C. Gladis: So now we all know each other. There should be some other Managers coming in and hopefully one or two Resident Councils will be joining us. Everyone has a binder, right. We have one per site. If we have some extra at the end, we will be happy to give them to you.

If you will open your binders, you will see that you have an Agenda. Let's talk about the Agenda. If you will turn the page, the first thing we will talk about briefly is the PHA Plan Intro Timetable. For those of you that have not been through the process before it is important to understand that the PHA's Annual Plan is the only Plan which the Housing Authority can use to govern itself in 2007. Your input is important and is vital to the planning process. The Plan begins in September – October and it runs until it is adopted. There is a whole series of things we will go over. It is adopted in December and transmitted to HUD in January. We have here the PHA introduction. I won't read it to you. You can take your books home and read it. Any given point in time if there is anything in your binder you don't understand, we can discuss them when we meet on the 13th. You can bring it up. There is also a 45 day review period which we will go over. Any comments you can send to us in writing, which is a better way to do it and we can address it then. The 5-year plan describes the mission of the Agency, its long range goals and objectives and what we plan to do over the next 5 years. The PHA Plan also serves as the application for the CFP Program. Fred will discuss it at our next meeting on the 13th. Here's Ms. Mims. Welcome Ms. Theresa Mims. Tell us what site you are at.

T. Mims: Manager at 21-6-1, 7 and 8, Barnert, Cotton and Griffin Developments.

C. Gladis: To ensure the public participation that you represent in the Plan process, we'll go over everything, every aspect of the Plan with the Resident Advisory Board which is the role that you will be taking. Your role is to then be able to answer questions to the residents in your building or direct them to us if we need to address questions they have. But you really need to be well versed on the Plan and what we are looking to address here. We are going to look at the template which is the standard format that we have to fill out ... and then we are looking at certain other things. The items that are coming up as well as the Budget, the capital fund project. Those are some of the types of questions

we're ready to address. Your input will help us in developing this. Comment as much as possible.

If you turn your page you're going to see something that says 2007 Annual Plan Timetable. Everyone has that. We'll briefly go over the timetable so that you understand the dynamics of the process. Today is our first RAB meeting and we have an Agenda. Hopefully, we will get through it on the 13th, our second meeting at 10 AM here in the administrative office. We try to make one at night and one during the day to accommodate those that may be working or those that are not working. A public notice will be published around the 18th of the month. Then it goes into a 45 day review period. There will be a template at every site. All the in-house documents will be at the Housing Authority. We will post it on our website and we will also post it at the library. December 12th, we will have a public meeting here at the central office and we are hoping to have the Plan adopted by the Board at its regularly scheduled December meeting. Then we will forward it to HUD somewhere near the end of December or beginning of January.

Turn your page, we have the Public Housing Plan Overview. All it speaks to is what the Annual Plan is, how it affects the Housing Authority, what HUD is expecting.

Next, there is a simple overview and the whole planning process. For those of you that are new to the plan process, you will get a better understanding of what is expected of you as a RAB board member. We have given the steps here. This is right from the HUD home page giving your role and responsibilities. Don't be afraid to ask questions because questions are a good thing. We are going to get to this document, the template. Do you have a question?

J. Champion: I was going to ask you about this document.

C. Gladis: This is the template, the Bible of the Annual Plan. It is a document produced by HUD and we fill in the blanks as best we can as it addresses the Housing Authority. The template is a work in progress so as we go through it, there will be sections that are not filled out but should be by the 13th, when we get the budget finalized. We will go through the template again briefly and any questions you have on the 13th, we will answer.

Turn the page ... Agency Identification, PHA Plan, first page. Everybody has it. This addresses who we are and where we are going to show our documents, which is here.

Turn the page ... This talks about where we are going to have the reports that are here for public display during business hours.

The next section A-B.....

E. Bonds: I have a question before you go any further. How will this affect the Presidents?

C. Gladis: They will read it.

E. Bonds: When they get finished reading this are they going to know what this is about?

C. Gladis: When they get finished reading this they are going to understand what this is all about.

E. Bonds: Cause everybody can't get this just yet, and I just can't believe that.

C. Gladis: So far we've only gone over where we are going to have the documents. The 5-year plan for the PHA's fiscal year is 2007. We talk about the Mission of the Housing Authority which is primarily recognizing the mission of the Department of Housing and Urban Development. I want you to read over this in the next 10 days.

Hello Mr. McIver. Introduce yourself.

D. McIver: Hello. Excuse my tardiness. Daniel McIver, Manager of the Alexander Hamilton, NJ21-3.

C. Gladis: Goals. Are you good with the goals? Some of the PHA's goals are to apply for additional rental vouchers, leverage public and private funds to build additional housing, acquire buildings and use project-based Section 8 to support additional housing. As you can see, over the years our goal is more toward developing new housing ever since we began Hope VI. It seems to be the thrust of where public housing is going these days.

The goal of the PHA is to improve the quality of assisted housing. We see that when we talk about the PHAS and the SEMAP when you guys get surveyed. We would like to improve community life and economic vitality. Between now and Oct. 13th, read pages 1 to 4. You may want to think about adding additional goals.

The PHA Annual Plan: Pg. 1 – Standard. We are not a troubled agency. Page 2 lists all the areas the Housing Authority addresses. This is the template of the documentation we have to display for review. Pages 3, 4, and 5 talks about the support documents and where it is, it in the Admin. Plan, Section 8.

Statement of Housing Needs for Public Housing: We need to know the needs of everybody on our waiting list. Pages 9, 10, and 11 address the strategy and availability in assisting the elderly, families with disabilities. This is based on the actual information we have on hand. Page 12 lists reasons for selecting strategies and as you can see they are on target, funding constraints, and limited availability of site for assisted housing. On

page 12 and 13, there's financial need. It should be completed by the 13th with the actual dollars and cents. Page 14 has waiting list organization. On page 15 to 17 is the Admission Preferences that you should read in detail.

Page 18, Statement of Housing Need for Section 8: They want to know the extent of screening conducted by us such as, the use of SWICA.

L. Burns: When a person applies with a record, how far back does Housing go?

G. Morrison: 3 to 5 years.

L. Burns: Is there a difference in the crime.

G. Morrison: Yes, sex offenders banned. Drug manufacture, banned.

C. Gladis: Page 21 talks about the Special Purpose Section 8 Program. It lists the materials we provide, such as, our Section 8 Admin. Plan, briefing and written material to landlords

T. Mims: I've got a question. When we do the background check, do we do it when they apply or when their name comes up?

G. Morrison: When they get to the top of the wait list.

C. Gladis: Did everybody hear the question and answer? When they first apply or when their name comes up? The answer is when their name comes up.

F. Serafin: When somebody comes for an apartment, you do the background check and then what?

G. Morrison: If they pass the background check then their clean.

F. Serafin: What would warrant them not to pass?

C. Gladis: Criminal activity.

G. Morrison: Depends on criminal activity, drug-related activity, and different things. There's some reason why they fail.

F. Serafin: Do we have a big list?

C. Gladis: Our wait list is frozen.

F. Serafin: Why are they frozen?

G. Morrison: The senior wait list is always open. The family wait list is closed because we have a huge wait list and we don't have a huge number of buildings to accommodate the need. Someone can be on the wait list 5 years. It's been closed 7 years. We are taking applications for seniors with disabilities now.

T. Mims: The reason I asked the question about the wait list is that if we do the check in advance, that would cut down the wait list. But when we started doing background checks they weren't eligible to be on the wait list.

C. Gladis: One of the problems here is that when the people apply and there is a big time space between when they apply and when they get to the top of the list, 5 years could have gone by. In those 5 years a lot could happen and then you have to pay for another background check. That's the reason it's done when you get closer to the top of the list. I understand your point of view to weed people out faster. Lorraine....

L. Burns: The wait list... At a lot of senior sites you have seniors and then you have people with disabilities, like my self. For a person with a disability, does it matter if it's a physical disability or a mental disability?

T. Mims: It does not matter if it's mental or physical. You can't ask.

C. Gladis: Any other questions before we move on? We talked a little bit about preferences. We do have something called emergency placement. Gwen can talk a little bit more about that especially in the area of fire, people that have been burnt out. We do have emergency housing.

G. Morrison: We don't have emergency housing. We have placement for fire victims or involuntary displacement. They can always come and fill out an application. Depending on their circumstances, it can bring them to the top of the list. You're not going to move in right away, but it allows them to get processed.

C. Gladis: Page 22 addresses the minimum rent that is \$50. On page 23 there is ceiling rents, flat rents that we will talk about when we look at the Policy. Flat rent, on page 24, we will talk about because that changes every year.

E. Bolden: How much is the base for the rent?

C. Gladis: Your rent is based on 30% of your income. On page 26 is the management side of the Annual Plan. We talk about the number of units, 1647, expected turnover of 200. Gwen will fill-in the Section 8 voucher section. We got into administering Section 8 vouchers from converting Brooks-Sloate to a Cooperative and received specialty vouchers for that and then when we applied for HOPE VI demolition of Dean McNulty and Christopher Columbus, and received vouchers for that.

G. Morrison: In answer to the question about what happens to the applications (by N. Howard) not selected, they are thrown away. We can't maintain a list with 12,000 names.

W. Vazquez: There is also another opportunity to qualify for Section 8. You will hear more about it when we speak at the next RAB meeting because we support affordable housing projects we take our Section 8 Vouchers and make them project-based so when those people advertise for their apartments that are available then you would apply directly to them to qualify for Section 8 at a particular development that we provide Section 8 Vouchers for even though our waiting list is closed. Project based Section 8 Vouchers is something you might explore.

N. Howard: Does a person have to have a certain income, family amount?

G. Morrison: Yes, it is by family size and there is a cap on how much money you can make. The last I checked, a family of 8, their income can be as high as \$58,000-\$60,000. I think a single household is about \$32,000.

N. Howard: I thought it was less than that. Is there a difference if you have a disabled person?

G. Morrison: If it's less than that then you are eligible for the program. If it's over that you are not going to be eligible and there is no difference if they are a disabled person.

I. Gorham: Fred will capture some of that conversation when we talk about Project-Based Section 8.

C. Gladis: Any questions? I'm on page 27, No. 6, PHA Grievance Procedure that is in our Occupancy Policy. On 28, Capital Improvement Needs, Fred will go over those on the 13th. On page 29, it addresses Hope VI and, again, Fred will be discussing our Hope VI application. Page 30, the next two refer to the Hope VI process. Fred will talk about development and revitalization on the 13th. Page 33, Homeownership Program – the PHA does have a very active Homeownership Program. As a matter of fact, we had 11 people purchase homes. About 155 received housing counseling. Page 34 goes on to talk about Community Service. We will talk about that down the road because that is still in effect – giving back 8 hours of time. Page 36, talks about some of the programs we have and are working on. Page 37, Safety and Crime Prevention Measures - we can talk a little bit about that. The resident patrol...Lorraine's question is about the patrol at the senior sites. She doesn't think it works.

L. Burns: If we could see the parking area.

F. Vazquez: We can see the parking area.

L. Burns: No, I mean if we could see it. We need a screen. I feel if we had better access to what is going on throughout the building, the community room, the laundry room. If we were able to see in that area they could see who vandalized their car.

F. Vazquez: No. That's too complex.

I. Gorham: The central office can see the vandalism that occurred in the parking lot had the Authority been informed. It should have been told to the Manager or you can tell the Police Officers that come to the building. They report incidents to us.

L. Burns: He told the resident council.

I. Gorham: When things like that happen at your site, the Manager is the link in getting stuff like that taken care of.

L. Burns: When the Police patrol, they come in the morning and they come at night, you can't really let them know about it.

I. Gorham: Then you should tell us. We get a report from them every week. And if something is critical Fred knows the next morning when he walks in the door. If someone reported that even to the Police Officer, he would have reported that to Fred and asked if he could get in to see the camera.

W. Vazquez: You're monitored 24-7. You have to report it right away.

I. Gorham: We get the reports every week and we send them right out to the managers – saying, please handle this or follow-up on this.

W. Vazquez: Just for the benefit of everyone – if you do have an incident you let your manager know right away. They'll call us. We'll have either the Community Police Officers stop by and get a report or we'll have our night patrol look at it. We can look at it from here anytime.

C. Gladis: I think we need to remember that the Monitors are monitoring incoming egress. There is no real security function. It is more like little eyes ... you don't want to really get into the law enforcement part of it. I think the coordination with the Paterson Police Department has been really good. People are feeling a lot more secure. Page 40, PHA Asset Management – Irma's going to give a little overview on that. We then go on to Resident Advisory Board and whether your Consolidated Plan is consistent with the City of Paterson. Page 43 lists the Housing Authority Goals. Read those. We are going to stop here at PHA Table Library. That's where Fred is going to pick-up on the October 13th RAB Meeting.

We will now review several new PHA Policies.

Flat Rent is the pink policy that looks like this.

D. Jones: Flat Rent Policy has been in effect for some time now. Our current policy is not changing. The only thing that changed here is the flat rent by bedroom size. Each year when HUD publishes the Fair Market Rent which was done recently, it becomes effective on October 1st of each year. The FMR in the second column on the left and our revised rent is 65% of the FMR as flat rent. For residents with a higher income, it is more beneficial to use the flat rent. I would like to bring to your attention with the trend toward Asset Management, the PHA will be looking to revise our Flat Rent Policy to make more money for the Housing Authority to provide more services for you. We will no longer do the global flat rent policy but we will look at the market and location.

F. Serafin: This flat rent, who is it for?

D. Jones: You remember earlier we were talking about Section 8 and how rent is calculated. The rent is based on 30% of income. It hasn't changed. There are some households that have such high income so if you are in a one bedroom unit and if you look at that chart, it would be better to select flat rent and it provides protection. Florence, do you understand now?

The next Policy has to do with Payment Standards and it has to do with our Section 8 Program, also called the Housing Choice Voucher Program. HUD regulation requires Housing Authorities to adopt what is called a payment standard which is not less than 90% or greater than 110% of the FMR. Our policy is stated on the chart right side. You will notice the FRM went down. This will become effective once our Board of Commissioners adopt it at our October meeting in Resolution form. We have 30 days to notify residents or landlords or new lease-ups. Any questions? This is the maximum we are allowed to pay a landlord.

C. Gladis: This is the Authority's Annual Plan. Suppose we want to adopt a new policy during the year. What happens? We have to amend the entire plan. If we want to change the plan we have to get board adoption and HUD approval.

E. Bonds: I don't know what happens at your resident meetings but people ask a lot of questions about why do they do this or that? I try to tell our President that most things come from HUD. That, it's not generated from here. Here, does not make these rules and regulations and I think the Presidents should get that in their thinking and explaining it to people because the Central Office gets blamed for a lot of stuff. That's all I have to say.

C. Gladis: The next Policy is Domestic Violence for Public Housing and Section 8. The Violence Against Women Act was signed into Law in January of 2006. It is required by HUD to make it a part of our Admissions Policy and Section 8 Program. Steps will be taken by the Authority to change locks, alert Property Managers, and there are steps individuals must take by obtaining police restraining orders.

I. Gorham: The Authority can start documenting abuse and we can take them to court.

T. Mims: We need to put something in writing on the transfer and how old the child has to be because based on HUD ruling – say a lady comes in and she has a 3 year old and wants a 2-bedroom, according to HUD she is entitled to that 2-bedroom and we are not allowed to make a social call and say where this baby is to sleep.

I. Gorham: I think we can address that in our Administrative Plan. We have to understand the population and critical housing need. I can go in and make the argument that clearly justifies why we need to take these steps because of the limited housing resources that we have in our community and HUD will consider that also. I think that we really need to look at that. We have to look at the availability. When we have an income mix at the developments in October 2007, it will be to the women who are providing income. We have said it to DYFS, sorry we can't do that.

G. Morrison: The Local Preference Policy is used to establish the order of placement on the wait list. When our wait list opens we are going to have a preference for domestic violence. On the last 3 pages of the Policy, it shows what is needed for verification of preference.

I. Gorham: How many of you know about Asset Management. Each of those buildings within a group will have to take care of themselves in finances. We are putting some things in place. We got a new management team, services, whose coming in to do their elevators. We got word that the deadline was pushed back to April 2007. Just get in that mode that we are going to have less finance to work with.

The 10 Year Homeless Plan is really an initiative that is being driven by the County. The Interagency Council put a mandate out that the Cities must have a plan. I am on the committee to put this plan in place.

On Section 8, by Resolution a couple of months ago, we were authorized by the Board to administer the City of Paterson Section 8 Program and within the last two months we are waiting because it is a very complex program. We're at the point where we are waiting on HUD to click on the light. I think the City has 1200 to 1500 vouchers.

Are there any further questions?

Please read through your materials and bring any questions you may have to the RAB Meeting on October 13, 2006 at 10:00 AM.

Meeting ended at 7:00 PM.

Minutes by Kathy Davis
October 3, 2006

**Resident Advisory Board Comments
In Developing the PHA Plan
2nd Resident Advisory Board Meeting – October 13, 2006
2007 Annual Plan
60 Van Houten Street
Paterson, NJ 07505**

TOPICS:

*Employee Safety Manual
Fire Policy
Air Conditioner Policy
Operating Budget
Performance and Evaluation Capital
Fund Performance System
HOPE VI, Redevelopment and Private Management*

Meeting started at approximately 10:07 A.M. (a sign in sheet was passed around)

Gorham: Good morning everyone. This is the second round of our PH Plan. I thank you all for coming this Friday morning. Carol will start off with an update on the template.

Gladis: Good morning everybody. Is there anyone here that represents the Resident Council that was not here for the first meeting? Did everyone sign in? Please make sure you guys do that.

Let me start by asking if anyone has questions based on the first meeting, based on review of the template, and based on the policies we discussed during the first meeting? No, Good!

If you look at your agenda, we are going to talk about the template update which is relatively painless. I think when we spoke at the first meeting we had some pages in the template that were incomplete, and we spoke that this was a work in progress. The template is now completed and prior to the 45 day review period, we will send each of the Resident Council Presidents and Property Managers a completed updated template so they can review it and discuss it with the residents at the Resident Council Meetings, and to answer any questions. It will be on display at various locations at the sites, at the public library, and on our website. So if you open your binders to page 12, you will see Statement of Financial Resources. At this point page numbers will start to be adjusted as we get more information. Please insert this in your book, but keep it out because Shruti will discuss the operating budget and you can follow her while looking at this page. If there are no questions, I'll move on.

Next item on the agenda is the Employee Safety Manual which we are going to distribute today.

Gorham: The Employee Safety Manual will become a critical document for use by all employees. We've been having quarterly meetings with our insurance carrier, and we had the opportunity to look at the claims that have been submitted, and the insurance company came back to us and said, "What's the policy." So, we had to go back and look over our policy and develop something that was clear for this manual. All the managers, department heads, maintenance, and staff members, everyone should read this and become familiar with the process. At times, we had claims that were not properly submitted which caused delays in getting payment and treatment. We had a lot of claims that dealt with personal properties in the tenants apartments, and now we should go about processing that and how we should identify cracks in the sidewalk and stairs. This is really for your protection, as well as helping us document when things do occur. As we go through this process, please read, just in case if we have omitted something or if something isn't clear because you know once we act on it, it becomes the document.

At this point, Ms. Gorham highlights the different Chapters in the Employee Safety Manual. Please take time out to review before we get together again, and if you have any comments, please get them to Carol.

Gladis: Any discussion from the audience on that policy?

Bolden: I would just like to say...Good morning, this accident policy, is it for just housing or for residents too?

Gorham: This is for the employees and there is a section in here for employee's interaction with tenants in terms of injuries. We haven't forgotten about your injury...Anna wasn't here who takes care of it, but we will follow up.

Gladis: It's a 45 day review time, so please, if you have any comments, please do so. It's not cast in stone.

Next, before you is the Fire Policy.

Gorham: This one has become very important now! We have a large number of tenant fires.

Gladis: Tenant fires cause major health injuries and a lot of property damage. Of course, our concern is primarily the safety of our tenants. We try to ensure fire protection through annual inspections and maintain fire code standards for compliance with the fire department. They let us know if we have any violations. The PHA has to ensure when renovations are being done, that buildings are not being exposed to any fire hazards. We try to ensure safety by making sure all alarm systems are in. We also are

encouraging residents to obtain rental insurance for fire protection and personal belongings.

At this point, Ms. Gladis reads the fire preventative procedures.

Any comments? There's one thing I missed on the first page. If the fire is determined to be as a result of negligence on behalf of the resident, the resident will be held accountable, and the fire will be determined by the Fire Marshall, not us, not housing personnel.

Moses: This happens to be Fire Prevention Week and last night at a Resident Council Meeting, we got some fire prevention tips, some which are not included in here, like periodically checking the smoke detector; making sure apartment doors and hallway doors are all self closing. A fire hazard is lining stove burners with foil, there are other tips...

Gladis: We welcome it, if you could send it to us in writing. Any questions?

Bolden: I forgot to report this; Apartment 4H needs to be checked out. He does not know how to regulate the stove. Friday night and Saturday night I had to go down there and cut it off. Also, problems with his window.

Burns: I'm wondering if, to have mini-blinds, are they allowed?

Gorham: I'm not sure, we'll have to check. I know we use to put shades to the window. We'll check.

Burns: When I went to the Energy Meeting they talked about certain things that conserve energy and they mentioned the blinds.

Ms. Burns starts to discuss air conditioners.

Gorham: We can discuss this with the air conditioner policy; we will come back to that.

McIver: Who do we contact first if there is a fire at the site?

Gladis: The Fire Department

McIver: NoI mean at the Housing Authority, within Housing.

Gorham: You should contact the Fire Department first, someone from maintenance, Avery, and then myself.

Burns: Is there a certain amount of time the alarm will go off if the doors are open, to contact the fire department or police department?

Vazquez: It's not wired to the fire department. Maybe the police department at certain sites.

Gorham: That noise is too loud! After a while they will close the door because no one wants to hear that annoying sound.

Gladis: Any comments...Again, we have the 45 day review period.

Air Conditioning Policy

The Housing Authority has developed its formal apartment Air Conditioning Policy to ensure the safety and security of all residents. Residents must meet the following conditions to receive an approval to operate an air conditioner within their unit. At this point the conditions are read.

I would like to have some discussion on removal of AC's from window by October 1st of each year.

Bolden: We need to discuss letter "H". At Dr. Cotton, we have one window in bedroom, and one window in living room with a patio door.

Gladis: Do we see that as a means of egress? Would this be an exception?

Vazquez: What would be a barrier code?

Gorham: Yes, we would have to look at the fire code on that.

Burns: At Gordon Canfield, the AC covers are not on which is a problem, and the AC's are too heavy for the seniors to take out. The AC sleeves are not kept up. The flat AC's would be better for them. The sleeves and covers are not kept up on the ones we have and maintenance should check on them.

Moore: Is this something new?

Gladis: It's not new, but it's never been enforced.

Gorham: It's being enforced and you know why...If you are going to use your air conditioner during the winter, you are going to be charged.

Jones: If there is a medical need to have an air conditioner all year, can you use your air conditioner?

Gladis: That's a valid question, but again, if you use it you will be charged.

Burns: Last year in June at our Resident Meeting Mayor Torres was supposed to talk to PHA to help reduce the AC fees.

Gladis: Unfortunately it's out of our hands and the Housing Authority's hands. We all have to realize there is a cost associated with the delivering of air conditioners. We all live on a fixed income, whether it's an increase in auto insurance, utilities, we have to do what it takes to fit our budget.

Jones: I think it would be good to change the date from October 1st because we had a lot of hot days after said date and people still needed there air on.

Vazquez: Actually when the temperature drops below 55 degrees that's when we are required to turn on the heat.

Gladis: Letter "T", is this going to cause hardship for seniors to remove AC's?

At this time Senior Property Mangers discuss removal of AC units at their sites.

If you take out your template, page 12 that we just replaced, Shruti Shah will go over it.

Shah: At this point Ms. Shah reviews numbers for the FY2007 grants and prior year grants of Planned Sources and uses for Financial Resources.

Gladis: Any questions for Shruti on operating budget? No...O.K.

Neal: Anna Neal reviews PH Dwelling Rental Income and Other Income Sources.

Gladis: Any questions?

Bolden: What about this laundry receipt? I'm questioning the laundry. Are we renting the machines from another company? There making money on us.

Vazquez: When you analyze it, it's cheaper for us to use this company then for us to purchase.

Burns: I am questioning handicap units having washer and dryer.

Vazquez: We no longer do that because of the lines backing up. I suggest managers get with Delinda to ask if we could get front load machines which would accommodate the handicap.

Moore: Who made the policy about the \$40 a month stipend fee for maintaining the laundry room?

Vazquez: We have to check with Delinda in our purchasing department. Not sure of scope of RFP.

Gladis: We will have managers get with Delinda to see who negotiated the contract and get back to you.

Burns: At Gordon Canfield, we would like to extend hours for the laundry room. This will help accommodate some of the seniors who work.

Gorham: It will not be open until midnight nor will it be open before maintenance staff comes in.

Burns: No! Not until midnight, maybe to 8 P.M., just to give them a little more time.

Bolden: We have space for another washer and dryer in our laundry room. We would like to get another washer and dryer if possible.

Mims: I did see that, and I have it written down to look into.

Vazquez: Performance and Evaluation Capital Fund Performance System

We are giving you our five year forecast this year because we don't know what impact the changes are going to have on the budget regarding Asset Management.

Currently we operate about \$11 million in CFP funds and we traditionally have \$10-11 million annually open budget. It doesn't mean not obligated or not marketed for specific projects. This year we will be quoted on 2003-2006 budget. The Annual Plan and HUD Regulations require that we provide you with a performance evaluation, explanation of what we've done with money received during that period.

At this time Mr. Vazquez goes over budget. Any questions?

HOPE VI

We were not fortunate in getting our HOPE VI. We did submit a demo application to Chicago. We faxed letter of denial to them and in the next few weeks we will get a notice from them on what supplemental information they need.

Still working with PenRose. This is not a set back we'll just have to go to Plan B. Irma Gorham will talk about her conversation with HUD Washington regarding other monies that may help us in this phase.

Gorham: They received 26 applications, but only funded four. I had a conversation with someone in HUD Washington. He said once we get our plan set, every aspect of it, send it to him and he'll review it and let us know the different funding that's out there. He said

he would present an opportunity for us to get funding for it. There is still hope for Alexander Hamilton Development.

AHD is going to offer many opportunities for residents and the PHA.

Vazquez: We may be inline for a Small HOPE VI. We'll see this in the Annual Plan. Also, we may have to look into redevelopment of sites. We looked at Riverside at one point in time, may look into it again.

Redevelopment and Private Management

We are in the process of Reactivating PDMC. It's our 501C3 Non for Profit. We used them on HOPE VI and we used them for Sojourner Douglass Homes, and we're looking to re-energize that entity. That entity will be part of any future development and used for management for things that we will do. Today we have some success in funding certain projects like Gilmore and NJAcorn. At this time Mr. Vazquez discussed units and size of these projects and Section 8.

Any questions?

Gladis: Thank you for your input and your attention. The Public Notice will be published in newspapers for the 45 day review period October 23rd – December 8th. The next meeting will be December 12th at 10 A.M. Any written comments? We hope to adopt Plan at our December 18th Board of Commissioners Meeting. We will have this transmitted to HUD late December or early January.

Attachment E: Substantial Deviation and Significant Modifications.

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

Attachment F: RASS Follow-up Plan.

**HOUSING AUTHORITY OF THE CITY OF PATERSON
RESIDENT ASSESSMENT
FOLLOW-UP PLAN 2006 (Rev. 11/06)**

The Real Estate Assessment Center mailed out 518 surveys to PHA residents, of which 182 were returned. The response rate of 37% was well above the National response rate of 19%. Fifteen (15) surveys were undeliverable.

The Housing Authority of the City of Paterson has prepared the 2006 Resident Assessment Follow-up Plan in response to the survey results. The Plan will also reflect the PHA's four Asset Management Groupings as follows:

- Group 1 Riverside Terrace Development
- Group 2 Alexander Hamilton Development
- Group 3 Nathan Barnert, Dr. Norman Cotton, Rev. William Griffin and Sojourner Douglass Developments
- Group 4 Dr. Andrew McBride, Joseph Masiello and Gordon Canfield Developments

In all five (5) survey categories, Maintenance and Repair, Communication, Safety, Services and Neighborhood Appearances increased their scores from the previous years as indicated in the chart below.

Survey Categories	Score 2005	Score 2006	National Average
Maintenance & Repair	77.5%	82.2%	87.4%
Communication	63.2%	63.6%	74.3%
Safety	58.8%	63.2%	78.4%
Services	81.1%	86.9%	91.0%
Neighborhood Appearance	56.1%	59.2%	75.4%

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

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

COMMUNICATION

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

- A. Property Managers will distribute bi-lingual written notices door to door to each household for all maintenance and repairs, emergencies and modernization activities. Notices will be posted in the Manager Office, hallways and elevators.
- B. Property Managers will conduct monthly on-site meetings with the Resident Council President to discuss general concerns, site repairs, comprehensive grants programs and support services progress. The information provided at these meetings is carried over by the President and filed with Resident Council Reports. The Executive Director or designee will meet prior to the Resident Council Meeting to review and discuss results of previous meetings with Managers and Resident Council Presidents.
- C. Property Managers will be establishing a "Welcome Committee". The committee is made up of the Manager and two Resident Council Board members. The committee will speak with new residents regarding Rules and Regulations, lease adherence, and available services prior to the keys being issued to the new resident.
- D. The PHA produces a quarterly newsletter which is forwarded to all public housing and Hope VI residents.
- E. All Property Managers are mandated to attend specification review and pre-bid conferences and other meetings the Modernization Offices requires in order to speak with residents about the upcoming work.
- F. Preparation of site bulletins will be prepared by Property Managers and distributed to residents. The bulletin will be an update on all site activities including modernization, social services, repairs and special events.
- G. PHA senior staff and Property Managers will meet with resident groups and individuals to identify issues of concern and develop resolutions that are satisfactory at all levels.

Survey Question #2: Do you think management provides information about: The Rules of your Lease?

- A. At the time of lease execution, PHA Leasing and Occupancy staff review the lease in detail with the tenant. Upon annual recertification of the lease, an overview is once again given.
- B. The PHA's current policy requires all residents 18 and over to sign and review the lease.
- C. Property Managers meet with residents independently and collectively to clarify questions and/or concerns of residents regarding lease requirements and enforcement.
- D. Any modification or changes with regard to the rules of the lease are reviewed by the RAB during the Annual Plan process. Once adopted, residents are notified in writing. Also, copies provided during the rent collection period and in the PHA's quarterly newsletter.

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

- A. The PHA notifies its residents of meetings, special events and general notices through several processes. Notices of upcoming meetings and/or special events are published in the PHA's quarterly newsletter and on the website. Special mailings are sent to residents for notification of lease revisions and/or policy changes. Flyers are distributed by staff to all households in each development, and also posted in the Manager's Office, lobby area, mail room area, hallways and elevators.
- B. Each Property Manager attends the monthly Resident Council Meeting to help make residents aware of new PHA initiatives.
- C. The Planning & Grants Department issues door-to-door notices and meets with residents to notify them of all events, support services and special meetings.
- D. The PHA Newsletter and site bulletins provide updated information on all activities scheduled at the site.

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

- A. PHA staff will continue to receive training, including customer relations, face-to-face interaction, listening skills and how to better deal with residents.
- B. Through the reorganization of asset management, a priority to ensure customer satisfaction is a primary goal of the Authority.
- C. A customer satisfaction survey will be developed and given to residents to determine service levels.

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

- A. Property Managers, Maintenance staff, Leasing and Occupancy staff and Management staff have received training and been instructed to be courteous and professional when working with residents.
- B. Management continues to monitor the interaction between staff and residents to observe the level of professionalism being offered.

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

- A. The Executive Director conducts bi-monthly meetings with all Resident Council Presidents to discuss their concerns and to keep them current on PHA projects.
- B. Resident Council Presidents continue to meet with senior staff on-site to be part of the planning process for grant submissions and site events.
- C. Property Managers attend monthly Resident Council Meetings to provide supportive information and answer questions.
- D. The PHA has an assigned staff person to work with Resident Councils in assisting them with elections, by-laws, program implementation and training.
- E. Both the Senior and Family ROSS Coordinators work with the individual Resident Councils by assisting them in the planning and delivery of services to the sites.
- F. The PHA has negotiated an MOU with the City of Paterson's Police Department to provide two (2) full-time Officers, one (1) bi-lingual, to work with individual residents and Resident Councils.

- G. Central office staff and on-site staff make every attempt to have written materials provided in English and Spanish, and translation services are available.
- H. All Resident Council Presidents sit on the PHA's Resident Advisory Board and participate in the Agency's Annual Plan process.
- I. A resident is the current Chairperson of the Board of Commissioners.

SAFETY

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

- A. The Authority's primary concern is the safety of all its residents and has encouraged residents, through professional training, to organize resident patrols at their sites.
- B. Two (2) Community Relations Officers are assigned to the PHA full-time from the Paterson Police Department. They rotate among all the sites, meet with the Resident Councils and residents, and provide direct service as well as referrals to the Narcotics Division.
- C. The Authority is currently in the process of developing a buddy system for senior and disabled residents living at the six (6) elderly sites.
- D. The Paterson Police Department Narcotics Division works closely with PHA staff in forwarding narcotics reports and laboratory tests results to ensure a timely eviction process.
- E. The PHA has an active contract with the Paterson PBA to provide security patrols at all family and senior sites.
- F. Patrol reports are submitted weekly to the Director of Modernization and Development providing information on maintenance, safety, security enforcement and criminal activity at each site.

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

- A. The PHA has installed a CCTV security system in each of the senior developments. The system allows residents to monitor visitors prior to admitting them into the building.
- B. CCTV cameras are located in the common areas of all senior buildings and are centrally monitored at the PHA's Central Office, Property Manager's Office and Maintenance Shops.
- C. The Executive Director and Senior staff has ongoing meetings with the Mayor and Police Chief to discuss security concerns.
- D. The PBA is under contract with the PHA to patrol all family and senior developments.
- E. The PHA provides apartments, as needed, to local, State and federal law enforcement narcotic divisions for use in surveillance operations.
- F. The PHA is in the process of establishing a public Internet Protocol to allow for the monitoring of sites by the Paterson Police Department.
- G. The PHA and the Paterson Police Department maintain procedures that track crime and crime-related activities by property.
- H. Through the ROSS Elderly Grant, workshops are conducted to heighten awareness issues relating to safety and security.
- I. At the family sites, youth counseling, after-school and evening programs are offered by the PHA to help instill positive life values and promote drug prevention education.

Survey Question #3 and 4: Do you think any of the following contribute to crime in your development? Poor lighting and broken locks?

- A. Lighting reports are provided by the evening PBA security patrol on an ongoing basis.
- B. Interior lighting is monitored by building workers daily who perform immediate replacement.
- C. Lock replacement is ongoing and performed by maintenance repair staff.

- D. The PHA is under contract with a locksmith company to supply security hardware and apartment entrance service for specialized repairs.
- E. Closer enforcement and oversight of locks on rooftops, basement doors, maintenance shops and vacant units has been initiated.

Survey Question #5: Do you think any of the following contribute to crime in your development – resident screening?

- A. The PHA performs criminal background and credit checks on every household member 18 years of age and older prior to lease-up.
- B. The PHA will also be performing criminal background checks at the time of Recertification.
- C. The PHA has initiated a system with the Paterson Police Department that initiated QUICK reporting of criminal and drug activity resulting in eviction proceeding.

Survey Question #7: Do you think any of the following contribute to crime in your development – vacant units?

- A. The PHA has initiated an aggressive plan to identify vacant units and prioritize their repairs.
- B. The PBA Officers check all doorways during their patrols and report any questionable activity in vacant units.
- C. In an effort to expedite the turnover of vacant units, the PHA now allows tenants to paint their own apartments and NJCDC Youth-Build Program rehabilitates vacant units as part of their training.

NEIGHBORHOOD APPEARANCES

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

- A. The PHA is in the process of establishing a Resident Beautification Program in conjunction with residents.

- B. The PHA is looking to develop new site rules and responsibilities and establish a violation schedule of fines for those who disregard the rules.
- C. Staff monitors the cleanliness of the common areas and keeps a daily maintenance schedule of upkeep.
- D. Tenants are assigned dates to clean the hallways in specific buildings.
- E. All senior sites have outside contractors performing monthly floor buffing and window cleaning.

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

- A. The PHA is in the process of conducting an assessment of maintenance needs in order to develop an action plan to address the exterior maintenance concerns for all buildings.
- B. The Total Lifestyle Program is a support service program for youth who have been incarcerated. A portion of their rehabilitation is to perform community service. These youths, under supervision of their counselors, perform various tasks relating to building and grounds clean-up at the family developments.
- C. Daily inspections of the grounds by Property Managers have produced positive results.

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

- A. PHA staff routinely clean the parking lots and building exterior.
- B. Continued use of the sweeper machine at the Alexander Hamilton Development helps to keep the parking lots clean.
- C. Via contractors, several site parking areas have been repaved and striped.
- D. Maintenance of the parking lot gates and booths is ongoing.
- E. Continued enforcement of vehicle registration, parking permits, violations and abandoned vehicles are closely monitored by the Community Police Officers assigned to the PHA.

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

- A. Staff cleans these areas on an ongoing basis. Removal of broken glass and litter is a daily project.
- B. After School Programs, at the two family sites, incorporate an anti-litter campaign in their instruction.
- C. Recreation areas, both passive and active, have been upgraded at all sites.
- D. The PHA plans on placing heavy grade trash receptacles at the family sites.
- E. An analysis of tree trimming and removal is currently underway.

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

- A. The PBA Off-Duty Officers Program systematically patrol the parking lots to identify and tow abandoned cars.

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

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

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

- A. Staff continued to work on graffiti removal as soon as possible.
- B. The interiors are washed and painted immediately.
- C. The exterior is pressure washed and chemically treated to restore the building.

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

- A. Residents are encouraged to contact the Manager's office and identify problem tenants. Local law enforcement officers are made aware of this problem and speak with the residents.
- B. Continued noise offenders will be fined and, if necessary, evicted.

- C. Signage posted, “No Loitering, No Trespassing”.
- D. Residents are also counseled via staff and site-based Community Service Workers to develop non-confrontational relationships with each other in order to resolve quality of life issues.

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

- A. Extermination is scheduled and completed monthly and residents are notified in advance.
- B. In special instances, where there is an increase in rodents and/or insects, the exterminator is contacted immediately to treat the problem.
- C. Home inspection notices given for poor housekeeping. If not improved, termination notice is given.

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

- A. Exterior clean up includes removal of all trash and litter.
- B. Residents are encouraged not to litter.
- C. Special clean up events are held at the site and residents get involved.

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

- A. All vacant units have been identified; special security locks installed, cleaned out, and are in the process of being rehabilitated.
- B. The NJCDC Youth Build Program is in partnership with the PHA to rehabilitate vacant units at the family developments.

PHA Plan Table Library

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

Annual Statement

Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (2007)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	518,989
3	1408 Management Improvements	518,989
4	1410 Administration	259,495
5	1411 Audit	-0-
6	1415 Liquidated Damages	-0-
7	1430 Fees and Costs	90,825
8	1440 Site Acquisition	-0-
9	1450 Site Improvement	92,678
10	1460 Dwelling Structures	1,113,972
11	1465.1 Dwelling Equipment-Nonexpendable	-0-
12	1470 Nondwelling Structures	-0-
13	1475 Nondwelling Equipment	-0-
14	1485 Demolition	-0-
15	1490 Replacement Reserve	-0-
16	1492 Moving to Work Demonstration	-0-
17	1495.1 Relocation Costs	-0-
18	1498 Mod Used for Development	-0-
19	1502 Contingency	-0-
20	Amount of Annual Grant (Sum of lines 2-19)	2,594,948
21	Amount of line 20 Related to LBP Activities	-0-
22	Amount of line 20 Related to Section 504 Compliance	-0-
23	Amount of line 20 Related to Security	568,477
24	Amount of line 20 Related to Energy Conservation Measures	109,630

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
NJ21-1	Riverside Terrace Dev.	1450	
	<ul style="list-style-type: none"> • Landscaping • Transformer Room Doors • Boiler Room Grate Repairs • Row house Grates 		92,678
NJ21-3	Alexander Hamilton Development		
	<ul style="list-style-type: none"> • Replace Entrance Doors (H.R.) • Hallway Windows (H.R.) 		35,000 30,000
NJ21-6-1	Nathan Barnert Homes		
	<ul style="list-style-type: none"> • New Roofs • Window Replacements 		208,500 23,460
NJ21-6-2	Dr. Andrew McBride Homes		
	<ul style="list-style-type: none"> • New Roofs • Window Replacements 		208,500 40,882
NJ21-7	Dr. Norman Cotton Homes		
	<ul style="list-style-type: none"> • Balcony Repairs 		90,000
NJ21-8	Rev. William Griffin Homes		340,000
	<ul style="list-style-type: none"> • Balcony Repairs 		
NJ21-9	Joseph Masiello Homes		109,630
	<ul style="list-style-type: none"> • Boiler Repairs (PHI) 		

NJ21-1	Fees & Costs	1430	
	Riverside Terrace Dev.		
	• Landscaping		6,500
	• Row house Grates		1,400
NJ21-3	Alexander Hamilton Development		
	• Replacement Entrance Doors (H.R.)		2,450
	• Hallway Windows (H.R.)		2,100
NJ21-6-1	Nathan Barnert Homes		
	• New Roofs		15,000
NJ21-6-2	Dr. Andrew McBride Homes		
	• New Roofs		15,000
	• Sump Pumps		2,900
NJ21-7	Dr. Norman Cotton Homes		
	• Balcony Repairs		9,300
NJ21-8	Rev. William Griffin Homes		
	• Balcony Repairs		24,000
NJ21-9	Joseph Masiello Homes		
	• Boiler Repairs		12,175
Total			90,825
PHA WIDE	Operations	1406	518,989
	Management Improvements	1408	518,989
	Administration	1410	259,495

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
NJ21-1	Riverside Terrace Development 9/30/09	9/30/10
NJ21-3	Alexander Hamilton Development 9/30/09	9/30/10
NJ21-6-1	Nathan Barnert Homes 9/30/08	9/30/10
NJ21-6-2	Dr. Andrew McBride Homes 9/30/08	9/30/10
NJ21-7	Dr. Norman Cotton Homes 9/30/08	9/30/10
NJ21-8	Rev. William Griffin Homes 9/30/08	9/30/10
NJ21-9	Joseph Maseillo Homes 9/30/08	9/30/10

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

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

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

Optional Public Housing Asset Management Table

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

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>
NJ21-1	300 Family	See Attached	-----	-----	-----	-----	-----	-----
NJ21-3	498 Family	See Attached	-----	-----	-----	-----	-----	-----
NJ21-6-1	96 Senior	See Attached	-----	-----	-----	-----	-----	-----
NJ21-6-2	96 Senior	See Attached	-----	-----	-----	-----	-----	-----
NJ21-7	112 Senior	See Attached	-----	-----	-----	-----	-----	-----
NJ21-8	100 Senior	See Attached	-----	-----	-----	-----	-----	-----
NJ21-9	188 Senior	See Attached	-----	-----	-----	-----	-----	-----
NJ21-10	100 Senior	See Attached	-----	-----	-----	-----	-----	-----
NJ21-12	20 Family	See Attached	-----	-----	-----	-----	-----	-----
NJ21-14-16	137 Family	See Attached						

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 City of Paterson		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: FFY 2003 - P&E June 30th, 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	
PHA WIDE:	Management Improvements	1408		\$ 456,759.00	\$ 456,759.00	\$ 456,759.00	\$ 437,423.59	
A	Boiler Preventive Maintenance			49,322	49,322	49,322	49,322.00	
	Salaries/Fringes			17,263	17,263	17,263	17,263.00	
B	Tenant Integrity Investigator			10,324	10,324	10,324	10,324.00	
	Salaries/Fringes			3,613	3,613	3,613	3,613.00	
C	Data Entry Clerk			14,468	14,468	14,468	14,468.00	
	Salaries/Fringes			5,064	5,064	5,064	5,064.00	
D	Asst. Purchasing Agent			16,226	16,226	16,226	16,226.00	
	Salaries/Fringes			5,679	5,679	5,679	5,679.00	
E	Site Security			105,300	105,300	105,300	105,300.00	
F	Elevator Preventive Maintenance			31,200	31,200	31,200	31,200.00	
G	Computerization Software			78,000	78,000	78,000	58,664.59	
H	Tenant Services			101,400	101,400	101,400	101,400.00	
I	Staff/Commissioner Training			15,000	15,000	15,000	15,000.00	
J	Screening/Applicants			3,900	3,900	3,900	3,900.00	
PHA WIDE:	Administration	1410		\$ 228,379.00	\$ 228,379.00	\$ 228,379.00	\$ 228,379.00	
PHA WIDE:	Operations	1406		\$ 456,759.00	\$ 456,759.00	\$ 456,759.00	\$ 456,759.00	

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

PHA Name:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of the City of Paterson		Capital Fund Program Grant No:		Replacement Housing Factor Grant No:			FFY 2003 - P&E June 30th, 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	
NJ21-1, Riverside Terrace:								
AA	Underground Utility Distribution	1450		544,846	709,545	709,545	709,545	
BB	Apartment Painting	1460		160,000	53,945	53,945	53,945	
CC	Common Area Painting	1460		35,000	35,000	35,000	35,000	
DD	Apartment Door Replace.	1460		184,119	73,449	73,449	73,449	
EE	Repl. Ranges/Refrigerators	1460		53,000	49,574	49,574	24,551	
NJ21-3, Alexander Hamilton:								
FF	Replace. Community Bldg.							
	Heating Unit	1470		25,000	0	0	0	
NJ21-9, Joseph Masiello:								
GG	Mangmt. Office Renovations	1460		10,000	13,100	13,100	13,100	
NJ21-10, Gordon Canfield Plaza:								
R3-2	Window Upgrading	1460		0	48,159	48,159	48,159	
PHA WIDE:								
HH	Computerization	1475		50,000	50,000	50,000	50,000	

CAPITAL FUND PROGRAM TABLES

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

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: NJ39P02150103 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement

Performance and Evaluation Report for Period Ending: 6/30/06 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	456,759	456,759	456,759	456,759.00
3	1408 Management Improvements	456,759	456,759	456,759	437,423.59
4	1410 Administration	228,379	228,379	228,379	228,379.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	79,933	109,126	109,126	109,125.75
8	1440 Site Acquisition				
9	1450 Site Improvement	544,846	709,545	709,545	709,545.00
10	1460 Dwelling Structures	442,119	273,227	273,227	248,203.80
11	1465 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	25,000	0	0	0.00
13	1475 Nondwelling Equipment	50,000	50,000	50,000	50,000.00
14	1485 Demolition				
15	1490 Replacemen Reserve				

Annual Statement/Performance and Evaluation Report

**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:
Summary**

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: NJ39P02150103 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2003
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 6/30/06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
16	1492 Moving to Work Demonstration				
17	1495 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Services				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	2,283,795	2,283,795	2,283,795	2,239,436
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	105,300	105,300	105,300	105,300
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:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of the City of Paterson		Capital Fund Program Grant No:			FFY 2003 P&E June 30th, 2006			
Replacement Housing Factor Grant No:								
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	
NJ21-1, Riverside Terrace:								
A	Underground Utility Distribution	1430		38,139	86,191	86,191	86,191	
B	Apartment Painting	1430		14,700	11,060	11,060	11,060	
C	Common Area Painting	1430		2,450	0			
D	Apartment Door Replace.	1430		12880	0			
NJ21-3, Alexander Hamilton:								
E	Replace. Community Bldg.							
	Heating Unit	1430		1,750	0			
NJ21-7, Norman Cotton Homes:								
R3-1	Water Tower Replacement	1430		0	4,261	4,261	4,261	
NJ21-9, Joseph Masiello:								
F	Mangmt. Office Renovations	1430		2,400	0			
PHA WIDE:								
G	Physical Needs Assessment	1430		7,614	7,614	7,614	7,614	

CAPITAL FUND PROGRAM TABLES

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

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2003 Supplemental
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement
 X Performance and Evaluation Report for Period Ending: 6/30/06 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	141,359	141,359	141,359	141,359
3	1408 Management Improvements	141,359	141,359	141,359	141,359
4	1410 Administration	70,679	70,679	70,679	70,679
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	40,676	39,581	39,581	39,581
8	1440 Site Acquisition				
9	1450 Site Improvement	0	101,095	101,095	98,588
10	1460 Dwelling Structures	312,722	212,722	212,722	212,722
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacemen Reserve				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2003 Supplemental
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement

Performance and Evaluation Report for Period Ending: 6/30/06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Services				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	706,795	706,795	706,795	704,288
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 City of Paterson		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: FFY 2003 Supplemental P&E - June 30th, 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	
NJ21-10, Gordon Canfield:								
A	Window Upgrading	1430		10,676	14,698	14,698	14,698	
PHA WIDE:								
B	Physical Needs Assessment	1430		30,000	24,883	24,883	24,883	
NJ21-1, Riverside Terrace:								
C	Apartment Painting	1460		60,000	60,000	60,000	60,000	
D	Fire Escapes	1460		100,000	0	0	0	
E	Apartment Doors	1460		40,881	40,881	40,881	40,881	
R2-1	Underground Utility Distribution	1450		0	101,095	101,095	98,588	
NJ21-10, Gordon Canfield:								
F	Window Upgrading	1460		111,841	111,841	111,841	111,841	
PHA WIDE:								
	Operations	1406		141,359	141,359	141,359	141,359	
PHA WIDE:								
	Management Improvements	1408		141,359	141,359	141,359	141,359	
PHA WIDE:								
	Administration	1410		70,679	70,679	70,679	70,679	

CAPITAL FUND PROGRAM TABLES

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: NJ39P02150104 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2004
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 6/30/06 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	551,445	551,445	551,445.00	551,445.00
3	1408 Management Improvements	551,445	551,445	551,445.00	524,035.93
4	1410 Administration	275,723	275,723	275,723.00	275,723.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	66,750	66,750	39,522.52	39,086.36
8	1440 Site Acquisition				
9	1450 Site Improvement	197,308	571,303	77,300.00	62,598.34
10	1460 Dwelling Structures	929,555	573,560	550,056.78	540,048.28
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures	25,000	3,000	2,983.78	1,884.00
13	1475 Nondwelling Equipment	160,000	164,000	83,000.44	77,094.44
14	1485 Demolition				
15	1490 Replacemen Reserve				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:

Summary

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: NJ39P02150104 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2004
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 6/30/06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Services				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	2,757,226	2,757,226	2,088,131.30	2,071,915.07
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	175,000	175,000	175,000	175,000
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 City of Paterson	Grant Type and Number Capital Fund Program Grant No: NJ39P02150104 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2004 - P& E - June 30th, 2006
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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	
NJ21-1, Riverside Terrace:								
AA	Underground Utility Distribution	1460		190,000	95,600	95,600.00	78,157.50	
BB	Apartment Painting	1460		106,055	106,055	106,055.00	106,055.00	
CC	Fire Escapes	1460		100,000	118,140	110,000.00	118,140.00	
DD	Mold Abatement	1460		5,000	706	706.00	0.00	
EE	Apt. Doors (Phase II)	1460		225,000	7,813	7,812.16	7,812.16	
FF	Tree Trimming	1450		40,000	22,728	18,900.00	10,650.00	
-R1-1	Boiler Room Repairs	1460		0	47,759	47,759.00	47,759.00	
-R1-2	Office Furniture	1470		0	3,000	2,983.78	1,884.00	
-R1-3	Centralized Mailboxes	1450		0	25,500	25,500.00	25,500.00	
-R3-2	Road Paving/Gas Line Repl.	1450		0	296,146	0.00	0.00	
-R3-3	Emergency Site Lighting	1450		0	1,529	0.00	1,528.75	
NJ21-3, Alexander Hamilton:								
GG	Brick Repointing	1460		235,000	78,319	77,480.00	77,480.00	
HH	Repair/Repl. Roof Fans	1460		13,500	13,500	0.00	0.00	
II	Common Area Painting	1460		50,000	0	0.00	0.00	
JJ	Mold Abatement	1460		5,000	706	0.00	0.00	
KK	Landscaping	1450		45,000	0	0.00	0.00	
LL	Site Lighting	1450		100,000	50,000	11,500.00	3,519.59	
MM	Tree Trimming	1450		12,308	2,800	2,800.00	2,800.00	
NN	Heating/Commty. Room	1470		25,000	0	0.00	0.00	
-R1-4	Boiler Room Repairs	1460		0	55,612	55,294.62	55,290.62	
-R1-5	Bollard Replacement	1450		0	4,000	0.00	0.00	
-R1-6	New Locks/Cylinders	1460		0	35,000	35,000.00	35,000.00	
-R3-4	Child Guards	1450		0	150,000	0.00	0.00	

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name:		Grant Type and Number			Federal FY of Grant:			
Housing Authority of the City of Paterson		Capital Fund Program Grant No: NJ39P02150104			FFY 2004 - P& E - June 30th, 2006			
		Replacement Housing Factor Grant No:						
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	
NJ21-6-1, Nathan Barnert:								
-R1-7	Boiler Room Repairs	1460		0	12,550	12,550.00	12,550.00	
NJ21-7, Dr. Norman Cotton:								
-R3-5	Surge Protectors/Water Tower	1460		0	1,800	1,800.00	1,800.00	
NJ21-10, Gordon Canfield Plaza:								
-R3-6	Ultra Lift Balancers - Windows	1450		0	18,600	18,600.00	18,600.00	
PHA WIDE:								
OO	Computers	1475		125,000	125,000	49,582.60	49,582.60	
PP	MOD Automobile	1475		30,000	30,000	27,511.84	27,511.84	
QQ	Mold Abatement Equipment	1475		5,000	5,000	0.00	0.00	
-R3-7	Overhead Projector/Conf. Room	1475		0	4,000	5,906.00	0.00	

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name:		Grant Type and Number						
Housing Authority of the City of Paterson		Capital Fund Program Grant No:		NJ39P02150104		Federal FY of Grant:		
		Replacement Housing Factor Grant No:				FFY 2004 - P& E - June 30th, 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	
PHA WIDE:	Management Improvements	1408		\$ 551,445	\$ 551,445	\$ 551,445	\$ 524,035.93	
A	Boiler Preventive Maintenance			64,886	64,886	64,886	64,886	
	Salaries/Fringes			15,513	15,513	15,513	15,513	
B	Tenant Integrity Investigator			24,426	24,426	24,426	24,426	
	Salaries/Fringes			8,899	8,899	8,899	8,899	
C	Data Entry Clerk			23,926	23,926	23,926	23,926	
	Salaries/Fringes			8,374	8,374	8,374	8,374	
D	Asst. Purchasing Agent			28,784	28,784	28,784	28,784	
	Salaries/Fringes			10,074	10,074	10,074	10,074	
E	Site Security			175,000	175,000	175,000	175,000	
F	Elevator Preventive Maintenance			20,000	20,000	20,000	20,000	
G	Computerization Software			49,686	49,686	49,686	22,276.93	
H	Tenant Services			105,000	105,000	105,000	105,000	
I	Staff/Commissioner Training			10,000	10,000	10,000	10,000	
J	Screening/Applicants			5,877	5,877	5,877	5,877	
PHA WIDE:	Administration	1410		\$ 275,723	\$ 275,723	\$ 275,723	\$ 275,723	
PHA WIDE:	Operations	1406		\$ 551,445	\$ 551,445	\$ 551,445	\$ 551,445	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: NJ39P02150105 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2005
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement

Performance and Evaluation Report for Period Ending: 6/30/06 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	541,493	441,493	331,119.75	279,746.50
3	1408 Management Improvements	541,493	541,493	384,682.57	300,028.86
4	1410 Administration	270,746	270,746	135,373.00	219,959.81
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	91,600	195,186	18,763.70	18,783.70
8	1440 Site Acquisition				
9	1450 Site Improvement	648,974	199,922	5,996.05	3,996.05
10	1460 Dwelling Structures	533,160	978,626	0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	80,000	80,000	0.00	0.00
14	1485 Demolition				
15	1490 Replacemen Reserve				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:

Summary

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: NJ39P02150105 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2005
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement
 Performance and Evaluation Report for Period Ending: 6/30/06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Services				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	2,707,466	2,707,466	\$ 875,935.07	\$ 822,494.92
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	164,244	164,244	164,244	164,244
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:		Grant Type and Number				Federal FY of Grant:		
Housing Authority of the City of Paterson		Capital Fund Program Grant No:		NJ39P02150105		FFY 2005 - P&E June 30th, 2006		
		Replacement Housing Factor Grant No:						
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	
NJ21-1, Riverside Terrace:								
A	Road/Parking Repaving	1430		31,000	31,000	11,130.00	11,130.00	
R1-1	Asset Management Evaluation	1430		0	10,000	0.00	0.00	
NJ21-3, Alexander Hamilton:								
B	Repair Parking Area (Bldgs.1-5)	1430		2,000	2,000	0.00	0.00	
C	Stairway Door Repl. (Bldgs. 1-5)	1430		10,000	10,000	0.00	0.00	
R1-2	Asset Management Evaluation	1430		0	12,500	0.00	0.00	
NJ21-6-1, Nathan Barnert Homes:								
D	Parking Lot Repaving	1430		4,400	4,400			
R1-3	Water Penetration	1430		0	10,000	0.00	0.00	
R1-4	Asset Management Evaluation	1430		0	3,708	0.00	0.00	
R1-5	Exterior Lighting Repairs	1430		0	12,500	0.00	0.00	
NJ21-6-2, Dr. Andrew McBride Homes:								
E	Walkway Replacement	1430		4,200	4,200	0.00	0.00	
F	Landscaping	1430		9,000	9,000	0.00	0.00	
G	Refurbish Basement Doors	1430		2,200	2,200	0.00	0.00	
R1-6	Asset Management Evaluation	1430		0	3,709	0.00	0.00	
R1-7	Exterior Lighting Repairs	1430		0	12,500	7,633.70	7,633.70	

			Page 3 of 7				
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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 City of Paterson		Grant Type and Number Capital Fund Program Grant No: NJ39P02150105 Replacement Housing Factor Grant No:			Federal FY of Grant: FFY 2005 P&E June 30th, 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	
NJ21-7, Dr. Norman Cotton:								
H	Modernize Entrance Lobby	1430		2,000	2,000	0	0	
R1-8	Asset Management Evaluation	1430		0	7,417	0	0	
NJ21-8, Rev. William Griffin:								
I	Drainage & Signage	1430		1,000	1,000	0	0	
J	Balcony Repairs	1430		1,000	10,000	0	0	
K	Radiator Controls	1430		2,600	2,600	0	0	
L	Boiler & Miscellaneous Repairs	1430		10,000	10,000	0	0	
R1-9	Asset Management Evaluation	1430		0	7,417	0	0	
NJ21-9, Joseph Masiello:								
M	Upgrade Laundry Room	1430		1,200	1,200	0	0	
N	Repl. Apt. Closet Doors	1430		9,000	9,000	0	0	
R1-10	Asset Management Evaluation	1430		0	7,417	0	0	
NJ21-10, Gordon Canfield Plaza:								
	A/C System & Vent Lobby &							
O	Manager's Office	1430		1,000	1,000	0	0	
R1-11	Asset Management Evaluation	1430		0	7,418	0	0	
NJ21-12, Sojourner Douglass:								
P	Replace Entrance Doors (III)	1430		1,000	1,000	0	0	

**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 City of Paterson		Grant Type and Number Capital Fund Program Grant No: NJ39P02150105 Replacement Housing Factor Grant No:			Federal FY of Grant: FFY 2005 P&E June 30th, 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	
NJ21-7, Dr. Norman Cotton:								
I	Modernize Entrance Lobby	1460		11,088	11,088	0	0	
J	Lighting in Back of Building	1450		14,148	14,148	5,996.05	3,996.05	
R-18	Window Child Guards	1460		0	11,600	0	0	
NJ21-8, Rev. William Griffin:								
K	Drainage & Signage	1450		12,934	12,934	0	0	
L	Balcony Repairs	1460		10,727	10,727	0	0	
M	Radiator Controls	1460		33,922	33,922	0	0	
N	Boiler & Miscellaneous Repairs	1460		155,205	155,205	0	0	
R-19	Window Child Guards	1460		0	13,440	0	0	
NJ21-9, Joseph Masiello:								
O	Upgrade Laundry Room	1460		15,829	15,829	0	0	
P	Repl. Apt. Closet Doors	1460		105,369	105,369	0	0	
R-20	Window Child Guards	1460		0	17,600	0	0	
NJ21-10, Gordon Canfield :								
	A/C System & Vent Lobby &							
Q	Manager's Office	1460		13,167	13,167	0	0	
R	Laundry Appliance H.C. Units	1460		11,768	11,768	0	0	
R-21	Window Child Guards	1460		0	16,000	0	0	
NJ21-12, Sojourner Douglass:								
S	Replace Entrance Doors (III)	1460		12,123	12,123	0	0	
PHA Wide	Computerization	1475		80,000	80,000	0	0	

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 City of Paterson		Grant Type and Number Capital Fund Program Grant No: NJ39P02150105 Replacement Housing Factor Grant No:				Federal FY of Grant: FFY 2005 P&E June 30th, 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	
PHA WIDE:	Management Improvements	1408		\$ 541,493	\$ 541,493	\$ 384,682.57	\$ 300,028.86	
A	Boiler Preventive Maintenance			26,000	26,000	17,550.00	26,000.00	
	Salaries/Fringes			9,100	9,100	1,000.00	9,100.00	
B	Tenant Integrity Investigator			23,722	23,722	16,012.50	23,722.00	
	Salaries/Fringes			8,303	8,303	1,000.00	8,303.00	
C	Site Security			164,244	164,244	164,244.00	164,244.00	
D	Data Entry Clerk			8,896	8,896	8,896.00	8,896.00	
	Salaries/Fringes			3,114	3,114	3,114.00	3,114.00	
E	Asst. Purchasing Agent			16,000	16,000	16,000.00	15,801.89	
	Salaries/Fringes			5,600	5,600	5,600.00	5,401.89	
F	Elevator Preventive Maintenance			16,000	16,000	8,000.00	12,084.66	
G	Computerization Software			115,000	115,000	79,439.07	218.07	
H	Tenant Services			105,000	105,000	45,000.00	22,220.72	
I	Studio 2B GSA			5,000	5,000	5,000.00	5,000.00	
J	Staff/Commissioner Training			15,000	15,000	7,500.00	0.00	
K	Screening/Applicants			5,876	5,876	4,408.00	2,888.40	
L	NJ21-5 HOPE VI Revitalize Site			14,638	14,638	7,319.00	0.00	
PHA WIDE:	Administration	1410		\$ 270,746	\$ 270,746	\$ 135,373.00	\$ 219,959.81	
PHA WIDE:	Operations	1406		\$ 441,493	\$ 441,493	\$ 331,119.75	\$ 279,746.50	

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:

Summary

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: NJ39P02150106 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2006
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement

X Performance and Evaluation Report for Period Ending: 6/30/06 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	518,990		239,255.00	0.00
3	1408 Management Improvements	518,990		160,752.37	38,576.87
4	1410 Administration	259,494		210,442.00	0.00
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	111,234		0.00	0.00
8	1440 Site Acquisition				
9	1450 Site Improvement	520,939		0.00	0.00
10	1460 Dwelling Structures	565,301		0.00	0.00
11	1465.1 Dwelling Equipment-Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment	100,000		0.00	0.00
14	1485 Demolition				
15	1490 Replacement Reserve				

Annual Statement/Performance and Evaluation Report

Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:

Summary

PHA Name: Housing Authority of the City of Paterson	Grant Type and Number Capital Fund Program Grant No: NJ39P02150106 Replacement Housing Factor Grant No:	Federal FY of Grant: FFY 2006
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Original Annual Statement Reserve for Disasters/Emergencies Revised Annual Statement

X Performance and Evaluation Report for Period Ending: 6/30/06 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Services				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	2,594,948		610,449.37	38,576.87
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	164,244		100,000.00	38,487.50
25	Amount of Line 21 Related to Security - Hard Costs	100,000		0.00	0.00
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

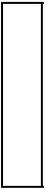
Development Number Name/HA-Wide Activities		General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
					Original	Revised	Funds Obligated	Funds Expended	
PHA Name: Housing Authority of the City of Paterson			Grant Type and Number Capital Fund Program Grant No: NJ39P02150106 Replacement Housing Factor Grant No:			Federal FY of Grant: FFY 2006 - P & E - June 30th, 2006			
NJ21-1, Riverside Terrace:									
		Repave Parking Area							
A		& Walkways (Harris Place	1430		28,734		0.00	0.00	
B		Boiler Upgrades	1430		10,500		0.00	0.00	
NJ21-3, Alexander Hamilton:									
C		Landscaping	1430		7,000		0.00	0.00	
D		Boiler Upgrades	1430		10,500		0.00	0.00	
E		Corridor Painting	1430		4,000		0.00	0.00	
NJ21-6-1, Nathan Barnert & NJ21-6-2, Dr. Andrew McBride:									
F		Walkway Replacement	1430		3,500		0.00	0.00	
G		Boiler Upgrades	1430		7,000		0.00	0.00	
NJ21-7, Dr. Norman Cotton:									
H		Boiler Upgrades	1430		7,000		0.00	0.00	
NJ21-9, Joseph Masiello:									
I		Community Room/Kitchen Upgrade	1430		3,000		0.00	0.00	
NJ21-12, Sojourner Douglass:									
J		Landscaping	1430		3,000		0.00	0.00	
PHA Wide									
K		Planning	1430		27,000		0.00	0.00	

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 City of Paterson		Grant Type and Number Capital Fund Program Grant No: NJ39P02150106 Replacement Housing Factor Grant No:			Federal FY of Grant: FFY 2006 - P & E - June 30th, 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	
NJ21-1, Riverside Terrace:								
	Repave Parking Area							
A	& Walkways (Harris Place)	1450		345,557		0.00	0.00	
B	Boiler Upgrades	1460		150,000		0.00	0.00	
NJ21-3, Alexander Hamilton:								
C	Landscaping	1450		100,000		0.00	0.00	
D	Boiler Upgrades	1460		150,000		0.00	0.00	
E	Corridor Painting	1460		50,000		0.00	0.00	
NJ21-6-1, Nathan Barnert Homes & NJ21-6-2, Dr. Andrew McBride Homes:								
F	Walkway Replacement	1450		49,000		0.00	0.00	
G	Boiler Upgrades	1460		100,000		0.00	0.00	
NJ21-7, Dr. Norman Cotton:								
H	Signage	1450		7,519		0.00	0.00	
I	Boiler Upgrades	1460		92,000		0.00	0.00	
NJ21-9, Joseph Masiello:								
J	Community Room/Kitchen Upgrade	1460		23,301		0.00	0.00	
NJ21-12, Sojourner Douglass:								
K	Landscaping	1450		18,863		0.00	0.00	
PHA Wide:								
L	Computerization	1475		100,000		0.00	0.00	

**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 City of Paterson		Grant Type and Number Capital Fund Program Grant No: NJ39P02150106 Replacement Housing Factor Grant No:			Federal FY of Grant: FFY 2006 - P & E - June 30		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost	
				Original	Revised	Funds Obligated	Funds Expended
PHA WIDE:	Management Improvements	1408		\$ 518,990		160,752.37	38,576.87
A	Boiler Preventive Maintenance			24,500		12,250	0.00
	Salaries/Fringes			8,575		4,288	0.00
B	Tenant Integrity Investigator			23,304		11,500	0.00
	Salaries/Fringes			8,156		4,025	0.00
C	Asst. Personnel			16,000		8,000	0.00
	Salaries/Fringes			5,600		2,800	0.00
D	Asst. Purchasing Agent			16,000		8,000	0.00
	Salaries/Fringes			5,600		2,800	0.00
E	Site Security			164,244		100,000	38,487.50
F	Elevator Preventive Maintenance			14,000		7,000	0.00
G	Computerization Software			92,497		0.00	0.00
H	Tenant Services			105,000		0.00	0.00
I	Studio 2B GSA			5,000		89.37	89.37
J	Staff/Commissioner Training			10,000		0.00	0.00
K	Screening/Applicants			5,876		0.00	0.00
L	Christopher HOPE VI Revitalized Site			14,638		0.00	0.00
PHA WIDE:	Administration	1410		\$ 259,494		210,442.00	0.00
PHA WIDE:	Operations	1406		\$ 518,990		239,255.00	0.00



HOUSING AUTHORITY OF THE
CITY OF PATERSON

AIR CONDITIONER POLICY

HOUSING AUTHORITY OF THE CITY OF PATERSON

APARTMENT AIR CONDITIONER POLICY

The Housing Authority of the City of Paterson has developed its formal Apartment Air Conditioner Policy to ensure the safety and security of all residents.

Residents must meet the following conditions to receive an approval to operate an air conditioner(s) within their unit.

- A. Residents must provide their own air conditioner unit(s).
- B. Residents must obtain written authorization from the Property Manager for each unit to be installed in their respective apartment.
- C. The maximum number of air conditioners per household is limited to three units.
- D. Cost per unit is listed in the PHA's Maintenance Charge List under Air Conditioner fees.
- E. Room units must be directly wired for 110 – 120 volts and should not exceed 5,200 BTU's. No other electrical source (appliance, stereo, light) should be used on the same outlet as the air conditioner is plugged into.
- F. Air conditioning units must be properly installed, secured by window brackets, and maintained by the resident.
- G. All units installed must be inspected by PHA staff before being operated.
- H. Air conditioners are ONLY permitted in apartment rooms where there is more than one window. Single windowed rooms must be kept clear for emergency fire exits/egress.
- I. Air conditioner units MUST be removed from the window by October 15th of each given year unless a medical exemption is requested and documentation from a physician is provided supporting the need for continued use of an air conditioner.

- J. PHA staff is prohibited from installing or removing tenant's air conditioners, except when abandoned in a move out.

Any and all questions regarding the installation and use of air conditioners should be directed to the Property Manager at each respective site.

HOUSING AUTHORITY OF THE
CITY OF PATERSON

***AMENDING THE LOCAL
PREFERENCE FOR
PUBLIC HOUSING***

Amended October 2006

HOUSING AUTHORITY OF THE CITY OF PATERSON
LOCAL PREFERENCE POINTS FOR PUBLIC HOUSING

The Paterson Housing Authority maintains a local preference points policy for Public Housing Administration.

Local Preference points, as well as date and time of application, are used to establish the order of placement on the Wait List. Preference points must be claimed and verified prior to placement on the PHA's Wait List. No applicant will become eligible without proper documentation of preferences, and if found ineligible, will be notified in writing by the PHA. Preferences are granted to applicants who are otherwise qualified and whom, at the time of unit offer, meet the definition of the preference established by the PHA.

A method for sorting and selecting applicants must leave a clear audit trail which can be used to verify that each applicant has been selected in accordance with the method specified in the PHA's Annual Plan and Admissions & Continued Occupancy Policy.

The PHA has reviewed its Local Preference Policy and determined that a numerical point status be awarded to the Public Housing Local Preference:

<u>Points</u>	<u>Local Preference</u>
3	City of Paterson residents who are fire victims and/or City of Paterson residents who are involuntarily displaced by fire, or city or government actions.
3	Families of federally declared disaster areas who are public housing residents in another jurisdiction.
2	Living and/or working in the City of Paterson, or have an offer of employment to work within the City of Paterson.

1 Households whose head, spouse or sole member is elderly or disabled person. Everything being equal, the deciding factor will be the date and time of receiving the application.

1 Domestic Violence Victims living in the City of Paterson and as defined by the Violence Against Women Act (VAWA) 2005

HOUSING AUTHORITY OF THE CITY OF PATERSON PUBLIC HOUSING PREFERENCE POINTS POLICY

It is the Housing Authority's policy that preference points do not guarantee admission. Every applicant must still meet the PHA's Applicant Selection Criteria before being offered a unit. The preference points will be granted to applicants who are otherwise qualified and who, at the time they are certified for admission, meet the definitions of the preference.

General Guidelines:

1. Applicants will be selected based on the preference points, date and time of application, and size of unit for which the family qualified.
2. Applicants will be selected on the total number of preference points obtained.
3. Although an applicant is placed on the eligible wait list for the preferences claimed, the PHA must re-verify preference points at the time of unit offer.
4. The HA will not hold vouchers for prospective applicants with preferences, nor will it relax eligibility criteria to admit otherwise unqualified applicants with or without preferences.

Definition of Local Preferences:

Fire Victims

- A. A family who had to leave their residence due to fire completely destroying their apartment or home.
- B. A family who has been voluntarily displaced due to government action, floods or other acts of nature.

Verification

- (a) Fire report from the City's Fire Department which indicates that the family is listed as a resident of the unit.
- (b) A letter from the Red Cross verifying fire in the unit and residency status of family.
- (c) A newspaper article regarding the fire and proof of residence may be substituted for fire report, if report is not available.
- (d) The fire preference claim cannot be more than 60 days from the date of the fire.

Involuntarily Displaced

- A. Federal, State or Local government action related to code enforcement, public improvements or development. No preference will be given for court actions regarding non-payment of rent or lease violations.
- B. The Involuntarily Displaced Preference claim cannot be more than 60 days from the date of disaster or displacement.
- C. Landlord selling property or requesting unit for personal use does not qualify as a preference under government action.

Verification

- (a) Certification from a unit of government concerning displacement due to disaster.
- (b) Certification from a unit of government concerning displacement due to code enforcement, public improvement, or development.

Victim of Federally Declared Disaster

- A. A public housing person/family who had been residing in a Federally Declared Disaster Area and been displaced by the disaster.

Verification

- (a) The PHA will verify the status of the person/family by calling REAC at 1 888 245-4860.
- (b) Where the data cannot be verified through REAC, the PHA may accept alternate documentation that demonstrates the tenants' participation in the program up to 90 days before conducting a full income verification and rent determination.
- (c) Assistance will not exceed 18 months.

Living, Working or Have Offer of Employment in the City of Paterson

- A. A family is considered to be eligible for this preference if either family head or household or spouse is living, employed, or who has been notified that they will be employed within the City of Paterson.
- B. This local preference will also be made available to a family if the head, spouse or sole member is 62 years or older, receiving social security benefits or other payments, based on the individual's inability to work because of a disability.

Verification

- (a) Signed statement from employer or letter stating estimated date of employment.
- (b) Copies of pay stubs.
- (c) Copies of an executed rental agreement.
- (d) Cancelled rent checks or rent receipts.

Standard PHA Plan PHA Certifications of Compliance

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

PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans*

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X standard Annual, standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 4/1/07, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Paterson Housing Authority

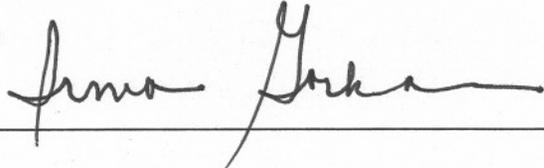
NJ 21

PHA Name

PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 2007
- Standard Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__
- Streamlined Five-Year PHA Plan for Fiscal Years 20__ - 20__, including Annual Plan for FY 20__

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
Irma Gorham	Executive Director
Signature X 	Date 12/18/06

Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the City of Paterson

Program/Activity Receiving Federal Grant Funding

PHA 2007 Agency Annual Plan

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

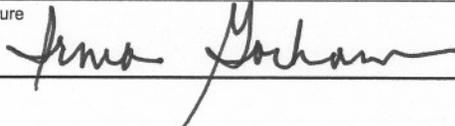
Name of Authorized Official

Irma Gorham

Title

Executive Director

Signature

X 

Date

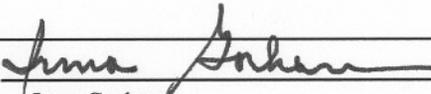
12/18/06

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB
0348-0046

(See reverse for public burden disclosure.)

1. Type of Federal Action: <input type="checkbox"/> na a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	2. Status of Federal Action: <input type="checkbox"/> na a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	3. Report Type: <input type="checkbox"/> na a. initial filing <input type="checkbox"/> b. material change For Material Change Only: year _____ quarter _____ date of last report _____
4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known: Congressional District, if known: 8th	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
6. Federal Department/Agency: U.S. Department of Housing & Urban Development	7. Federal Program Name/Description: CFDA Number, if applicable: N/A	
8. Federal Action Number, if known: N/A	9. Award Amount, if known: \$ N/S	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): N/A	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>Irma Gorham</u> Title: <u>Executive Director</u> Telephone No.: <u>973-345-5650</u> Date: <u>12/18/06</u>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing Authority of the City of Paterson

Program/Activity Receiving Federal Grant Funding

PHA Agency Plan

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Irma Gorham

Title

Executive Director

Signature

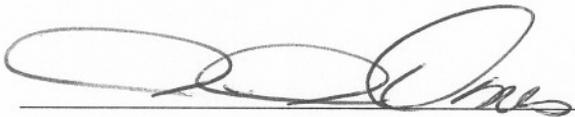


Date (mm/dd/yyyy)

12/18/06

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, Jose "Joey" Torres the Mayor of the City of Paterson certify
that the Five Year and Annual PHA Plan of the Paterson Housing Authority is
consistent with the Consolidated Plan of City of Paterson prepared
pursuant to 24 CFR Part 91.

 12/14/06

Signed / Dated by Appropriate State or Local Official

**HOUSING AUTHORITY OF THE CITY
OF PATERSON**

DOMESTIC VIOLENCE POLICY

for

PUBLIC HOUSING

October 2006

DOMESTIC VIOLENCE POLICY For Federal Public Housing Program

The Housing Authority of the City of Paterson recognizes the impact domestic violence has on homelessness nationwide and the severe shortage of affordable housing for low income individuals and families in the United States.

It is the mission and duty of the Housing Authority of the City of Paterson to administer and promote safe, decent and affordable housing for victims of domestic violence as defined under the Violence Against Women Act (VAWA) of 2005. The VAWA of 2005 is an amended version of the 1994 VAWA which provides new protections for victims of domestic violence, dating violence, or stalking. These protections include provisions protecting victims who live in the Federal Public Housing Program and the Section 8 Housing Choice Voucher Program administered federally by the United States Department of Housing and Urban Development (HUD) and locally by public housing authorities.

In the delivery of its mission, the Housing Authority of the City of Paterson is committed to developing and implementing efforts to address the needs of tenants who are victims of domestic violence, dating violence, or stalking. The U.S. Department of Housing and Urban Development's Public Housing Occupancy Guidebook and the VAWA will serve as a guide to defining and understanding domestic violence as it relates to public and subsidized housing. The Housing Authority will address the need to protect victims of domestic violence, dating violence, or stalking for persons with assisted housing by accomplishing the following:

- 1) Establish a preference for individuals who are victims of domestic violence to ensure that eligible applicants receive priority on waiting lists as units become available.
- 2) Exercise discretion in accepting a wide range of evidence to establish proof of domestic violence (HUD Guidebook 19.2) Proof of domestic violence can be established by providing (1) copy of police report(s), (2) copy of any judicial order(s) including current protection order, (3) copy of medical report(s) from a Board Certified Medical Provider that identifies specifically injuries are related to domestic violence incident(s), and (4) a notarized document from a Women/Family Shelter that certifies the victim's condition.
- 3) Apply this policy only to members of a household that are on the lease.
- 4) Disregard adverse information and approve admission of the applicant if a member of the household reveals and/or proves that they are a survivor of domestic violence and a negative history would otherwise disqualify them from being admitted to public housing. Prior to making this decision, the Authority

will make a determination whether there is a connection between the violence and the negative history.

- 5) Train Property Managers and Assistant Property Managers and other decision makers on the dynamics of domestic violence and forge partnerships with social service agencies, law enforcement agencies and shelters to assist in educating and addressing the needs of residents and vouchers recipients who experience violence.
- 6) Refer domestic violence victims and/or survivors to the Housing Authority's contracted family counseling services and/or other appropriate domestic violence services in the community.
- 7) Make residents aware of transfer options available to them in situations of proven domestic violence.
- 8) Prefer the victim to the abuser in proven domestic violence circumstances and affirm that the Housing Authority will abide by any judicial orders, including protective orders, regarding occupancy of the unit. Furthermore, the Housing Authority will ensure that all adult members of a household are included in the lease.
- 9) Alert Property managers of proven domestic violence circumstances and refer victims to the appropriate social service agencies
- 10) Once a restraining order is issued and the Property Manager is notified, the Housing Authority will immediately change the locks on the victim's apartment and remove the abuser from the lease.
- 11) Disseminate brochure on Violence Against Women in Federally Funded Rental Assisted Housing to all tenants of Federal Public Housing Program and the Section 8 Housing Choice Voucher Program administered federally by the United States Department of Housing and Urban Development (HUD) and locally by public housing authorities.

**HOUSING AUTHORITY OF THE CITY
OF PATERSON**

DOMESTIC VIOLENCE POLICY

for

**Section 8 Housing Choice Voucher
Program**

October 2006

DOMESTIC VIOLENCE POLICY
For the Section 8 Housing Choice Voucher Program

The Housing Authority of the City of Paterson recognizes the impact domestic violence has on homelessness nationwide and the severe shortage of affordable housing for low income individuals and families in the United States.

It is the mission and duty of the Housing Authority of the City of Paterson to administer and promote safe, decent and affordable housing for victims of domestic violence as defined under the Violence Against Women Act (VAWA) of 2005. The VAWA of 2005 is an amended version of the 1994 VAWA which provides new protections for victims of domestic violence, dating violence, or stalking. These protections include provisions protecting victims who live in the Federal Public Housing Program and the Section 8 Housing Choice Voucher Program administered federally by the United States Department of Housing and Urban Development (HUD) and locally by public housing authorities.

In the delivery of its mission, the Housing Authority of the City of Paterson is committed to developing and implementing efforts to address the needs of Section 8 Housing Choice Voucher recipients who are victims of domestic violence, dating violence, or stalking. The U.S. Department of Housing and Urban Development's Public Housing Occupancy Guidebook and the VAWA will serve as a guide to defining and understanding domestic violence as it relates to public and subsidized housing. The Housing Authority will address the need to protect victims of domestic violence, dating violence, or stalking for persons with assisted housing by accomplishing the following:

- 1) Exercise discretion in accepting a wide range of evidence to establish proof of domestic violence (HUD Guidebook 19.2) Proof of domestic violence can be established by providing (1) copy of police report(s), (2) copy of any judicial order(s) including a current protection order, (3) copy of medical report(s) from a Board Certified Medical Provider that identifies specifically injuries are related to domestic violence incident(s) and (4) notarized document from a Women/Family Shelter that certifies the victim's condition.
- 2) Apply this policy only to members of a household that are on the lease.
- 3) Disregard adverse information and approve continued participation of a voucher holder if a household reveals and/or proves that they are a survivor of domestic violence and a negative history would otherwise disqualify them from continued voucher assistance. Prior to making this decision, the Authority will make a determination whether there is a connection between the violence and the negative history.

- 4) Ensure that tenants who move during the initial lease term or more than once a year to protect their own safety will not lose voucher assistance as long as the tenant notifies the authority of the situation within a reasonable time period and provides the authority with evidence to establish proof of the domestic violence. Proof of domestic violence can be established by providing (1) copy of police report(s), (2) copy of any judicial order(s) including a current protection order, (3) copy of medical report(s) from a Board Certified Medical Provider that identifies specifically injuries are related to domestic violence incident(s) and (4) a notarized document from a Women/Family Shelter that certifies the victim's condition. Portability restrictions that the voucher statute or regulations require public housing authorities to prohibit moving to another jurisdiction with a voucher if a family has moved out of a previous unit in violation of a lease.
- 5) Prefer the victim to the abuser in proven domestic violence circumstances and affirm that the Housing Authority and landlords will abide by any judicial orders, including protective orders, regarding occupancy of the unit. The Authority will allow the voucher to stay with the victim of domestic violence when violence is a factor in the breakup of a family whether or not the victim is the "head of household" or the individual remaining in the unit. Furthermore, the Housing Authority will ensure that all adult members of a household are included in the lease.
- 6) Require landlords to release domestic violence victims from their leases in emergency circumstances that can be proven and documented.
- 7) Inform landlords and tenants of their rights, roles and responsibilities under the Violence Against Women Act 2005 as it relates to Federally Funded Rental Assisted Housing.
- 8) Work with the agency's HCV Family Self Sufficiency Program to coordinate prevention and intervention services for tenants with social service agencies, law enforcement agencies and shelters to assist in educating and addressing the needs of residents and vouchers recipients who experience violence.

**HOUSING AUTHORITY OF THE CITY OF
PATERSON**

EMPLOYEE SAFETY MANUAL

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Board of Commissioners and Executive

Safety Policy Statement

At its meeting on November 20th, 2006 , the Board of Commissioners adopted the following Safety Policy Statement:

The Housing Authority of the City of Paterson considers the safety of its residents, its employees, and other members of the public who come in contact with its facilities or services to be of utmost importance. The Agency will not tolerate unsafe acts or conditions created by its employees or tenants. It is a positive responsibility of the Agency's employees and tenants to bring any and all unsafe conditions promptly to the attention of Agency management. All concerned are expected to adhere to the safety rules and procedures relevant to their employment or residency responsibilities, including such matters as safe driving, proper use of equipment and appliances, and adequate supervision of and concern for small children. Fulfillment of safety responsibilities should be considered in the performance evaluation of each Agency employee. The Agency commits to make every effort to comply with all local, state, and federal safety and health regulations and to enforce the policies and procedures set forth in its own Risk Control Guide and related health and safety plans.

Safety should be a concern of every HACP employee whether they are driving a vehicle, operating maintenance equipment, entering apartments to complete work orders, or whatever their job involves. In addition to performing our own responsibilities in a safe way, we need to be alert to safety risks around us such as matches or cigarette lighters available to small children, any evidence of elevated carbon monoxide levels, improper storage of materials, which might create fire hazards, problems with playground equipment, etc. By observing the safety rules and promptly reporting safety risks, we can minimize the possibility of injury to our residents, our fellow employees, and ourselves.

CHAPTER 1

EMPLOYEE RESPONSIBILITIES

Each Agency employee will be fully responsible for implementing the provisions of this program as they pertain to operations under his/her control.

A. Board of Commissioners and Executive Director

The Housing Authority of the City of Paterson (HACP) has a firm commitment to the health and safety of its employees. This commitment exists at all levels of the Agency's operation. HACP participates in the New Jersey Public Housing Joint Insurance Fund, which provide expertise, guidelines, information and support for the Agency's safety efforts. **The overall safety effort will be coordinated by the Assistant Superintendent of Maintenance assigned to the family and senior sites.**

B. Department Directors

Each Department Director has full authority and total responsibility for maintaining adequate and safe working conditions within his/her department. This encompasses personnel in the field, shop and office.

Each Department Director will make every effort to:

1. Insure that the policies and procedures set forth in this program are complied with by all personnel under his/her control.
2. To provide the leadership and direction required to maintain effective safety policies and practices.
3. To review departmental losses and Safety Management Committee recommendations.
4. To insure the timely and accurate submission of all safety reports.
5. To insure employees attend safety functions as scheduled.

C. Supervisory Personnel

The supervisor shall:

1. Have full authority to enforce the provisions of this manual.
2. Insure that employees are instructed and understand the use and need for protective equipment for specific tasks.
3. Insure that all safety policies are fully implemented and explained in detail to each employee.
4. Take immediate corrective actions wherever hazards are identified and unsafe acts are observed.
5. Insure corrective actions are taken when deficiencies are noted on safety inspections or reported by employees.
6. Investigate thoroughly, record, and immediately report all accidents within 24 hours.
7. Insure that each employee is fully trained for the job he/she is assigned and that he/she understands safety practices.
8. Devote a portion of staff meetings to safety issues.
9. Insure that employees do not operate any Agency vehicle unless they have a valid New Jersey State driver's license.
10. Insure the timely and accurate submission of all safety reports.
11. Insure employees attend safety functions as scheduled.

D. Employees

Employees are required to:

1. Exercise due care in the course of their work to prevent injuries to themselves and to their co-workers.
2. Report all unsafe conditions to their supervisor.

3. Keep work areas clean and orderly at all times.
4. Report all accidents immediately to their supervisor.
5. Comply with all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, they shall stop and get instructions from their supervisor before continuing work.
6. Use the safety equipment designated for each job.

E. Safety Management Committee

It is the mission of the Safety Management Committee (SMC) to provide an umbrella for all employee safety programs at HACP. The SMC shall be comprised of the following: Property Manager, Assistant Property Manager, Assistant Superintendent of Maintenance, Personnel Officer, Department Directors, Supervising Account Clerk, Executive Director, Assistant Executive Director and Maintenance Field Staff Supervisors. The goals and objectives of the safety program are:

1. Identify and eliminate safety hazards for employees and residents.
2. Prevent employees and residents from being exposed to hazards.
3. Schedule safety inspections.
4. Investigate accidents and make recommendations.
5. Establish a safe working environment.
7. Set safety equipment standards and recommendations.
8. Carry out on-going safety education for all employees.
9. Emphasize the importance of safety awareness to avoid accidents.

The scope of the activities of the Safety Management Committee includes the following:

1. Review of vehicle accidents.
2. Review of on-the-job injuries.
3. Prepare and implement annual safety training program and schedule.
4. Update and implement the Agency's safety manual.
6. Monitor, evaluate and revise safety policies and procedures.
7. Implement HACP Insurance and Safety Division policies and requirements.
8. Implement and monitor the safety inspection program for work locations.

Training includes required topics such as the Right To Know Policy, as well as fire prevention, back injury prevention, lock-out/tag-out, safety awareness.

The Safety Management Committee also reviews, revises and implements safety policies and procedures, evaluates each individual vehicle accident as to preventability, seeks input from maintenance-area staff regarding safety issues, inspects worksites and observes employees' work practices to encourage safety awareness.

CHAPTER 2

MOTOR VEHICLES

A. Motor Vehicle Use

1. Each employee shall operate a motor vehicle in a safe, responsible, and lawful manner.
2. Only those employees specifically authorized and who possess a valid New Jersey Driver's License or permit for the equipment being used shall operate an Agency vehicle or personally owned vehicles on Agency business. **Temporary and part time employees are not permitted to drive Agency vehicles.**
3. Drivers shall know and obey all state and local motor vehicle laws applicable to the operation of their vehicle.
4. Mileage record shall be logged each time an employee operates an Agency vehicle. Each development/project with vehicles assigned shall keep track of the mileage of Agency vehicles assigned to the development/project.
5. The driver shall drive at safe speeds no greater than permitted by law. Traffic, road and weather conditions shall be given consideration in determining the safe speed with the legal limit at which the vehicle shall be operated.
6. Headlights shall be used when windshield wipers are used – **NJ law requires use of headlights when wipers are used.**
7. All Agency vehicles shall be equipped with seat belts and each driver and passenger shall use the seat belts provided.
8. A driver shall not permit unauthorized persons to drive, operate, or ride in or on an Agency vehicle.
9. When using lawn equipment no one shall be permitted to ride on the running boards, fenders or any part of the vehicle except the seat.
10. Employees shall not ride on trailers.

11. Employees shall not jump on or off vehicles in motion.
12. Only the driver and two passengers are permitted in the cab of a truck. Seat belts must be available for each occupant.
13. Vehicles shall not be left unattended with motor running.
14. Any time the vehicle is parked, the driver shall make sure the vehicle is left in a safe position. The engine shall be turned off, the vehicle placed in the lowest gear or park position and the parking brake set. The front wheels shall be cut into the curb if there is a curb and all vehicles, 1 ton and over are to be chocked (blocked) on the rear of tires.
15. When vehicles must be parked on the roadway, they shall park on the right hand side in the direction of traffic flow whenever possible.
16. Whenever possible, the vehicle shall be positioned to avoid the necessity of backing.
17. When more than one occupant is in a vehicle and the vehicle is being backed, regardless of whether the rear view is obstructed, the driver shall have at least one employee guiding him/her. When backing a vehicle alone, employee is to get out of vehicle and insure area is clear for safe backing. Seek further help when conditions require.
18. Extreme caution shall be exercised when backing a vehicle to avoid injury to person or prevent property damage.
19. Never put a vehicle off paved or designated driving areas unless absolutely necessary. There shall be a person walking with the vehicle anytime it is required to go on the grounds if a second employee is present.
20. No vehicle is to be repaired while on jacks without first being blocked by jack stands to prevent vehicle from falling.
21. When charging batteries, follow instructions on battery or charger.
22. Gasoline or other strong liquids, which give off vapors and are flammable, shall not be used to clean parts.
23. Employees operating Agency vehicle on a regular basis (daily, weekly, or monthly) will be required to take Defensive Driving Courses. **(This helps to keep insurance cost down) Any employee who has had more than one accident in**

any 12 month period will be required to take a defensive driving course prior to operating Agency vehicle in the future.

B. Carbon Monoxide

1. Carbon monoxide, a deadly poisonous gas, is present in the exhaust of all automotive engines. This gas is odorless, tasteless, and colorless. Its presence cannot be detected by the senses.
2. When the engine must be run, the automobile's exhaust shall be connected to the garage exhaust removing system. If this system is broken down, the doors shall be raised to prevent possible accumulation of a dangerous amount of carbon monoxide gas.
3. All exhaust leaks shall be repaired immediately. When employee knows or suspects a leak, he shall open the windows sufficiently for ventilation until the condition is corrected.
4. For more information on carbon monoxide, refer to the Material Safety Data Sheet (MSDS).

C. Refueling Pumps

1. Engines shall be cut off before refueling.
2. No smoking signs shall be posted.
3. No smoking shall be permitted within 20 feet of the pumps when gas or diesel fuel is being pumped into apparatus or any other container.
4. There shall be no open flame of any kind within 20 feet of gas or diesel fuel pumps.
5. All fuel hoses shall be placed as close to the pumps as possible. They shall be kept away from the walkways.
6. All spills shall be cleaned immediately.
7. Emergency power cutoffs for gas pumps shall be clearly identified by marking the outer cover of the switch or fuse box. They should be accessible and located away from the pumps.

8. All gasoline and diesel fuel pumps shall be mounted on a concrete island and protected against possible collision damage by protective barriers.

D. HACP Vehicle Accident Policy

1. Employee **is** to notify police and obtain police report number anytime an accident occurs (1) on a public street or (2) an injury or damage to other property is involved. It **is not** necessary to notify police if (1) the accident is on HACP property and the only damage is to HACP property or (2) the accident occurs on private property. **All accidents must be reported immediately to Assistant Superintendent of Maintenance/Property Managers and a written report completed and submitted by the employee involved in the accident.**
2. The Assistant Superintendent of Maintenance/Property Manager is responsible to inform the Personnel Officer and the Accounting Department of employee and HACP vehicle involved in accident within 24 hours of the accident. **The employee must submit a written report within 24 hours of the accident. A copy of the Police Report will be obtained by the employee and submitted to the Accounting Department.** When an accident is found preventable (See item #4), the Accounting Department will obtain a Department of Motor Vehicles (DMV) Report on the driver.
3. Employees involved in an accident, which results in damage to the HACP vehicle, will turn the vehicle over to the Assistant Superintendent of Maintenance/Property Manager for repairs.
4. The Safety Management Committee (SMC) will review each vehicle accident and make a determination whether the accident was preventable or non-preventable.
5. Memo will be sent to Executive Director, Department Director, and driver of HACP vehicle involved in accident of finding reached by the SMC. If the committee finds the accident preventable, the following procedures will be followed:
 - A. The employee has five days from date of notice to request an appearance before the SMC if the employee disagrees with the preventable finding. The request must be submitted in writing to the Safety Coordinator. The appeal will be scheduled for the next SMC meeting and no further action will be taken until the appeal completion.
 - B. If the employee does not contest the preventable finding; or if the finding is contested and a preventable finding is upheld by the SMC; and if this is the first accident for the employee within a 24 month period, the Department Director will issue a warning letter. This letter will encourage the employee to practice

safe driving techniques at all times, will notify the employee that he/she will be scheduled for the next available 6-hour Defensive Driving Course through HACP, and will become a permanent record of the personnel file. The Department Director may also hold a disciplinary hearing if circumstances warrant. The DMV Report will be part of the information reviewed when considering whether to recommend disciplinary action.

- C. If the employee has had more than one accident within a 24-month period, or if the circumstances warrant, the SMC may make recommendations to the Executive Director and the Personnel Officer for disciplinary action. Accidents, which warrant this, include, but are not limited to, accidents in which the employee was grossly negligent, such as DUI, bodily injury, flagrant violation of the law, **or reckless driving**.

The Safety Management Committee will administer this policy. If you have any questions, contact your Property Manager.

In the event an employee is injured in a traffic accident, the Employer's First Report of Injury and Supervisor's Report must be completed by the supervisor and turned into the Safety Office within 24 hours of the accident (exception - weekends, holiday - then next workday).

E. Annual Vehicle Inspections

1. The Assistant Superintendent of Maintenance/Property Managers will be responsible for completion of annual inspections of all Agency vehicles and for maintaining documentation in a readily auditable location. Vehicle inspections will be completed by the Assistant Superintendent of Maintenance/Property Manager a minimum of once a year.
2. The Assistant Superintendent of Maintenance/Property Manager will produce an annual schedule for the inspections, a copy of which will be forwarded to the Accounting Department.
3. Any discrepancies noted on the inspection shall become the supervisors' responsibility to schedule corrective action with the Assistant Superintendent of Maintenance.
4. Fire extinguishers and first aid kits will be issued for all new vehicles by the Assistant Superintendent of Maintenance. The Assistant Superintendent of Maintenance will also inspect these during routine inspections. Servicing and supply of the equipment is the responsibility of the supervisors on location.

F. Routine Vehicle Inspections

1. The driver of an Agency vehicle is responsible for checking the brakes, tires, windshield wipers, turn signals, lights, reflectors, fire extinguishers, and fluids. Any defects shall be reported to the supervisor immediately.
2. The driver shall report any defects which may have developed during the day. All items which affect safety shall be repaired prior to continued vehicle operation.

CHAPTER 3

SAFETY INSPECTIONS

A. Inspection Responsibilities

The Property Managers and their designees shall conduct an effective safety inspection program of all work areas bimonthly (January, March, May, July, September, and November), in accordance with the Public Housing, -Housing Manager's Procedures Manual.

Fire extinguisher visual inspections shall be conducted during a routine safety inspection. Each Property Manager shall insure that each portable fire extinguisher is:

- **available, in its designated place,**
- **is fully charged,**
- **has no obvious physical damage,**
- **access accessible without obstructions,**
- **and must insure that it is inspected by a licensed and certified inspector annually.**

Work areas will be inspected for safety categories reflected on the most current inspection form.

Safety inspection forms shall be submitted with the Property Manager's Monthly Report.

It shall become the responsibility of the Property Manager to initiate corrective action on all discrepancies noted.

The Safety Committee will monitor all safety inspections and insure follow up action is taken.

See Chapter 2, Section E & F "Vehicle Inspections" for further information.

CHAPTER 4

ON-THE-JOB INJURIES

A. Responsibility for Safety and Health

1. Each employee is responsible for his/her own safety, the safety of his/her co-workers, and the safety of our residents and general public. Employees must constantly be alert to conditions which may cause accidents and must actively seek to report and correct them to protect themselves and others.
2. The supervisor is the key person in the safety program. He/she is not only responsible for his/her own safety but is also responsible for the safe work performance of other employees. He/she shall encourage proper attitudes, instruct members under his/her supervision in safe working techniques and enforce safety rules and practices.
3. The supervisor shall not assign an employee to hazardous work until he/she is satisfied the employee is qualified to do the work in a safe manner. The supervisor shall explain, in detail, the hazards of the duties which the employee is to perform and the precautions he/she is to take. Safety shall be included in all instructions to each employee.
4. Any supervisor having reasonable grounds to suspect that an employee under his/her supervision is either mentally or physically unfit for work, shall prohibit such employee from working until satisfactory medical or other evidence indicating his/her fitness is secured.
5. Although each employee is primarily responsible for his/her own safety, in instances where conditions are not covered by this manual, or where the rule is not completely understood by him/her the employee shall obtain instructions from his/her supervisor before proceeding with the work.
6. Employees shall not "take chances" or use "short cuts" while performing any work activity. Only safe, approved methods and procedures shall be used.

F. Drug Screenings

When an employee receives treatment for an on-the-job injury, drug testing will take place if the injury:

1. Results in hospitalization of the employee or if the injury is serious enough that the employee is required to take time off from his/her job,
2. Results in substantial property damage.
3. Results in serious injury to someone else, or
4. Occurs to an employee who has been found to have a previous substance abuse problem.

Note: The above section refers to the HACP Personnel Policy, "Drugfree Workplace".

CHAPTER 5

SAFETY TRAINING

A. Safety Training Program

The Safety Management Committee is responsible for planning and implementation of a safety training program for HACP employees. The employee safety training program may include the following formats:

1. Train the Trainers Workshop for all maintenance area supervisors.
2. Group training for all maintenance area employees.
3. Small group training at the development or crew level.
4. Safety training at new employee orientation.

CHAPTER 6

MAINTENANCE POLICIES

A. Gas Welding, Arc Welding, Cutting, and Brazing

1. Only standard valves, fittings, lines, and cables or other standard material shall be used.
2. Only authorized persons who are experienced, trained, or properly instructed shall use welding equipment.
3. A fire extinguisher shall be within 20 feet of the person doing the welding. Two extinguishers must be on the welding truck.
4. Welding hat and helmet and/or goggles must be used each time welding equipment is being used.
5. Leather gloves and adequate clothing shall be worn.
6. Adequate ventilation or respirators shall be used.
7. A torch shall only be lit with a proper flint. A torch shall not be lit with open flame or from hot work. Matches or lighters shall not be on person working with torch.
8. All welding equipment shall have a back flow check valve installed on the load.
9. To prevent trip hazards, lines and cables are to be kept clear of work area and kept clear of doorways and passageways.
10. Welding screens are to be used whenever possible.
11. When welding equipment is not in use, the cylinder valves shall be closed and the pressure released, and all lines and cables properly stored.
12. Cylinders are to be positioned so as to prevent them from being hit by hot metal or slag.

13. When welding must be done inside a tank, two employees shall be present. The welder inside the tank shall not be left alone. One worker will remain outside the tank to observe the worker inside the tank.
14. No welding or cutting is to be performed on any cylinder that holds a compressed gas or air. No welding on any kind of drum, barrel, or tank unless it has first been cleaned thoroughly.
15. When welding equipment is not in use, the lines are to be placed in their holder and the machine cut off.
16. If the object to be welded or cut cannot readily be moved, all movable fire hazards in the vicinity shall be moved to a safe place.
17. If the object to be welded or cut cannot be moved and if all the fire hazards cannot be removed, then guards shall be used to confine the heat, sparks and slag to protect the immovable fire hazards.
18. Whenever there are floor openings or cracks in the flooring that cannot be closed, precautions shall be taken so that no readily combustible materials on the floor below will be exposed to sparks which might drop through the floor. The same precautions shall be observed with regard to cracks or holes in walls, open doorways and open or broken windows.
19. Secure all freestanding compressed gas cylinders (carbon dioxide, acetylene, oxygen, etc.) in storage, to a wall or other structural member, to reduce the possibility of accidental tip over. Chains securing the cylinders should be placed at an average height of 3/4 the length of the cylinder as measured off the floor.
20. Separate oxygen cylinders in storage from fuel gas (e.g., acetylene, MAPP, propane) cylinders or combustible materials by a minimum of 20 feet or by a barrier of non-combustible material at least 5 feet high, having a fire resistive rating of at least 1/2-hour.

B. Compressed Air and Equipment

1. Rotating pulleys and belts on compressor and electric motors must be completely guarded.
2. The drain valve on the air tank shall be opened frequently to prevent excessive accumulation of liquid.

3. Air tanks shall be protected by adequate safety relief valves. These valves shall be tested at regular intervals to be sure they are in good operating condition.
4. Employees shall not use the compressed air to blow dirt from clothing or body. The air may enter the body through cuts or openings and cause serious harm.
5. For cleaning shop areas with compressed air, use the proper nozzle, which does not exceed 30 psi and has an effective chip guard. Personal protective equipment such as safety glasses must be used.
6. The pressure controller and gauge shall be maintained in good operating condition.
7. There shall be no valves between the air tank and safety valve.

C. Pneumatic Tools

1. Pneumatic tools shall never be pointed at another person
2. The manufacturer's safe operating pressure for hoses, pipes, valves, filters, and other fittings shall not be exceeded.
3. The use of hoses for hoisting or lowering tools shall not be permitted.
4. Before making adjustments or changing air tools, unless equipped with quick-change connectors, the air shall be shut off at the air supply valve ahead of the hose. The hose shall be bled at the tool before breaking the connection.

D. Compressed Gas, Oxygen, Settling, and Freon Cylinders

1. When not in use, cylinders shall have the valve cap or cover in place.
2. Cylinders shall not be rolled and shall not be lifted by the valve or valve cap.
3. Compressed gas cylinder, whether full or empty, shall be stored in an upright position. The valve shall be covered with the valve cap and cylinder chained to a wall or in a position to keep them from falling.
4. Cylinders shall have its contents properly identified.

5. No cylinder of any type shall be transported in a vehicle without being strapped, chained or otherwise secured to prevent movement.
6. Whenever a gas, fuel, or oxygen cylinder is being used, a fire extinguisher shall be within 20 feet.
7. No cylinder shall be near an electrical circuit, heating element, welding machines, or piping systems.
8. All rooms, areas, or barriers containing gas, oxygen, or acetylene cylinders shall be posted "Danger - No Smoking, Matches, or Open Lights" or other equivalent wording.
9. Before a regulator is removed from a cylinder valve, the cylinder valve shall be closed and the gas released from the regulator.
10. If cylinders are found to have leaking valves or fittings which cannot be stopped by closing of the valve, the cylinders shall be taken outdoors away from sources of ignition and slowly emptied and cylinders shall be plainly tagged and supplier promptly notified.
11. Cylinders will only be maintained by the supplier.

E. Portable Electric Tools and Equipment

The employee shall not use any power tool with which he/she is not familiar. Employee shall become familiar through supervisory instructions and training.

1. The non-current carrying metal parts of portable electric tools, such as drills, saws and grinders shall be effectively grounded when connected to a power source unless:
 - A. The tool is an approved double insulated type.
 - B. The tool is connected to the power supply (generator) by means of an isolating transformer or other isolated power supply.
2. All power tools shall be examined prior to use to insure general service, ability and the presence of all applicable safety devices.
3. The electric cord and electric components shall be given an especially thorough examination. Extension cords shall be approved and wires grounded to a terminal

of sufficient size. Extension and equipment cords shall not be cut and taped back together.

4. Powered tools shall be used only within their capability and shall be operated in accordance with the instructions of the manufacturer.
5. All tools shall be kept in good repair and shall be disconnected from the power source while repairs are being made. Tools needing repairs are not to be used.
6. Electrical tools shall not be used where there is a hazard of flammable vapors, gases, or dusts.
7. Drop cords and extension cords shall be placed in shelves or storage areas when work is finished.
8. Electrical tools **being used damp or wet areas shall** only be used with a GFI (Ground Fault Circuit Interrupter) protector
9. If an electrical tool or extension cord is made to be grounded at the electrical plug, the cord shall not have the ground cut off the plug. If the ground has been cut off from the cord, then this tool or extension cord shall not be used until the cord is repaired.

F. Grinders

1. Stand to one side out of the line of the wheel when starting up, especially if the wheel is new.
2. Work should be fed gradually, using too much pressure or striking the wheel suddenly may cause it to break.
3. Make sure work rest is only 1/8 inch from the wheel. Check clearance before using. Too much clearance may cause the job to jam the wheel and break it. Do not set the work rest while machine is in motion.
4. Use face of wheel only, unless it is designed for grinding on the side. Otherwise, side pressure may break the wheel. Whenever possible, use the entire face of the wheel to avoid grooving the wheel.
5. Never use a grinding wheel that is loose on the shaft or if its rate of speed is not safe for the number of RPM's (Revolutions Per Minute) of the spindle.

6. Stop the wheel if it chatters or vibrates excessively. This may be a danger signal that wheel is not properly balanced or not attached securely to the spindle.
7. Hold job firmly against the wheel so that it will not slip out of hand and cause hand or fingers to come in contact with the wheel.
8. Use a clamp or other suitable holding device for extremely short pieces. Do not wear gloves or use a rag to hold work - either of them could get caught in the wheel and injure fingers or hands.
9. Always use face shield or goggles even though the grinder is provided with protective glass shields.

G. Guards

1. Guards shall only be removed from machines or equipment to perform required maintenance and when the operation of a task cannot be conducted with guard in place.
2. Guards removed for reasons stated above shall be replaced immediately on completion of tasks.

H. Power Drills

1. All large work to be drilled shall be clamped down securely and no attempt shall ever be made to hold the material by hand. A table vise shall be used for small work.
2. Before drilling metal, a center punch mark shall always be made on it.
3. When operating a power drill, the drill shall not be forced or fed too fast to avoid injury from broken or splintered drills.
4. Chucks shall be tight in spindles, drills properly sharpened and tight in the chuck.
5. Keys or wrenches shall never be left in chucks.
6. Fingers, cotton waste, or rags shall not be used to brush drillings away from the work. A brush shall be used for this purpose.

7. Clothing shall be kept in the clear when operating power drills. The hands shall not be used to stop work in which the drill is caught. The machine shall be stopped.

I. Hand Tools

1. All tools, regardless of ownership, shall be of an approved type and maintained in good condition. Tools are subject to inspection at anytime. The supervisor has the responsibility to condemn unserviceable tools, regardless of ownership.
2. Defective tools shall be tagged to prevent their use and they shall be removed from the job site.
3. Employees shall always use the proper tool for the job to be performed. Make shift and substitute tools shall not be used.
4. Hammers with metal handles or screwdrivers with metal continuing through the handles shall not be used on or near energized electrical circuits or equipment.
5. Tools shall not be thrown from place to place or from person to person. Tools that must be raised or lowered from one elevation to another shall be placed in tool buckets or firmly attached to hand lines.
6. Tools shall never be placed unsecured on elevated places.
7. As impact tools such as chisels, punches, drift pins, etc., become mushroomed or cracked, they shall be dressed, repaired or replaced before further use.
8. Cutting tools shall be kept properly sharpened and edges protected when not in use.
9. Metallic tapes or metallic rules shall not be used near electrical equipment. Cloth tapes with metal reinforcing shall be considered metallic tapes.

J. Power Mowers

1. Know the safety features of your mower. Read operators manual and do routine maintenance as directed by the manufacturer.

2. Shut off and disengage power of mower (pull spark plug wire) and apply parking brakes before clearing machine of debris.
3. Shut off and disengage power of mower before moving it from one cutting height to another.
4. Be certain of your footing and balance, especially when mowing on an incline.
5. Check your mower regularly for dangerous functioning and worn parts. Use the proper tool for correcting problems.
6. Don't leave the mower unattended while it is running.
7. Don't refuel the mower while it is running or still hot from use. Do not smoke while refueling.
8. Stagger your cutting paths, avoiding cutting in line with another operator, to prevent foreign objects being thrown causing injury to your fellow worker.
9. Don't allow children or pets in the mowing area. **Never permit any residents to operate Authority equipment.**
10. Do not let people other than operator ride on lawn tractor.
11. Don't lift or tip the mower while it is running, especially if it is a rotary blade mower.
12. Don't put hands or feet near moving parts, especially blades, while the engine is running.
13. Be extremely careful when using riding mower on slopes. Use slow speed; travel across, not up and down slope.
14. When leaving the tractor for the day, remove ignition key.
15. Never run engine indoors. Exhaust fumes are dangerous.
16. Recommended personal protective equipment to be worn while operating power mowers:
 - A. Safety Shoes (Allowance provided to maintenance staff annually)
 - B. Safety glasses or face shield.
 - C. Particle mask or respirator.

K. Hedge Trimmers

1. Do not get hands or fingers in contact with blades during operation.
2. Always turn switch off before reaching for clippings.
3. On electric shears, constantly observe cord for shorts or exposed wire, a severe shock can result.
4. On gas shears, keep blades sharp and maintain all moving parts. Follow gas/oil mixture recommendations.

L. Electrical

1. Do not attempt to change electrical parts of any appliance without first disconnecting it from the source of power.
2. Before testing belt tension on motor driven appliances, check to see that the motor has been disconnected.
3. Do not block out safety valves on safety controls on water heaters, pumps, refrigerators, or any other electrical appliances.
4. Do not use hands to test electrical circuits. Always use a test lamp, voltmeter, or approved test indicator.
5. Fuses of the size recommended by the electrical code shall be installed in every case.
6. Non-metallic fuse pullers shall be used when removing cartridge type fuses. Cartridge type fuses shall never be removed by the use of a screwdriver or pliers.
7. All electrical work shall comply with National Electrical Code.
8. All electrical covers and/or electrical compartment protective access covers shall be replaced after repairs are made and before you leave the job site.

M. Safe Supports and Scaffolds

1. No employee or any material or equipment shall be supported on any scaffold board, structure, scaffold, ladder, walkway or other elevated structure without it first being determined that such support is adequately secured and that it is of sufficient strength and rigidity to safely support the weight of the employees, equipment, and materials to which it will be subjected.
2. Employees shall not use a scaffold from 4 to 10 feet in height having a minimum horizontal dimension of less than 45 inches unless proper guardrails are present to provide protection.
3. Employees shall not use a scaffold over 10 feet in height unless there is a standard guardrail present with mid rail and a 4 inch toeboard to provide adequate protection.

N. Ladders

1. General Safety with Ladders
 - A. Wooden ladders shall not be painted so as to obscure a defect in the wood. Only a clear finish shall be used.
 - B. All ladders shall be inspected frequently and regularly. Ladders with weakened, broken or missing steps, broken side rails, or other defects shall be tagged and removed from service.
 - C. Ladders shall be sufficiently strong for their intended use.
 - D. Portable metal ladders shall not be used in the vicinity of energized electrical circuits.
 - E. Ladders shall not be placed in front of doors opening toward the ladder unless the door is open, locked or guarded.
 - F. When ascending or descending ladders, employees shall have both hands free and shall face the ladder.
 - G. Only one employee shall work from a ladder at one time. If two employees are required, a second ladder shall be used.
 - H. Ladders shall not be used as scaffold platforms.

- I. Boxes, chairs, etc., shall not be used as ladders.
2. Straight Ladders
 - A. Portable straight ladders shall not be used without non-skid bases.
 - B. The ladder shall be placed so that the distance between the bottom of the ladder and the supporting point is approximately one-fourth of the ladder length between supports.
 - C. Straight ladders shall not be climbed beyond the third step from the top.
 - D. When working from a portable ladder, the ladder must be securely held or tied to prevent slipping or falling.
 - E. When dismounting from a ladder at an elevated position, the employee shall insure that the ladder side rails extend at least three feet above the dismount position or that grab bars are present.
 - F. Ladders shall not be spliced together to form a longer ladder.
 - G. A ladder shall not be placed against or upon an unsafe support.
 3. Step Ladders
 - A. The top step shall not be used - except for platform ladders.
 - B. Step ladder legs shall be fully spread when the ladder is in use.
 - C. Step ladders shall not be used as straight ladders.
 - D. When an employee is working on a step ladder over ten feet high (except a platform ladder), the ladder shall be held by another person.

O. Industrial Trucks and Fork Lifts

1. Industrial trucks shall be operated only by authorized persons who are qualified and trained in their use.

2. Brakes and controls shall be tested prior to use. Equipment with faulty brakes or mechanical or electrical defects shall not be operated. Needed repairs shall be reported immediately.
3. Equipment shall always be operated at a safe speed for existing conditions and size of load.
4. Before moving the equipment, the operator shall make sure that no person or objects are in the path of the vehicle. Clearances in all directions shall always be checked particularly overhead clearances.
5. Industrial trucks shall not be fueled with engine running.
6. When picking up a load, forks shall be set squarely and as far as possible under the load. Loads shall not be raised or lowered while traveling. Loaded or empty forks shall be carried as low as possible but high enough to clear uneven surfaces.
7. Loads shall not be suspended or swung over other persons. No one shall be allowed to stand or walk under elevated forks.
8. The operator shall always face in the direction of travel.
9. Sudden stops which might spill the load shall be avoided.
10. All loads shall be secured, fastened or safely positioned to prevent tipping or falling. Follow specific instructions listed on each piece of equipment.
11. Lift bars on fork lifts which are movable or replaceable shall be firmly in place by a proper securing pin. Jury-rigged **devices** shall not be used.
12. Only attachments provided by or approved by the manufacturer may be used.
13. No one shall be allowed to ride the truck fork lift or other equipment other than the operator.
14. When the industrial truck is left unattended (operator 25 feet away or the vehicle is not in view), the forks and load shall be fully lowered, controls shall be neutralized, power shall be shut off and brakes set. Wheels shall be chocked (blocked) when vehicle is parked on an incline.
15. Equipment with internal combustion engines shall not be operated in enclosed areas for prolonged period of time so as not to exceed the allowable levels of carbon monoxide.

P. Pesticide/Rodent Control

1. Pesticide Use and Handling
 - A. It is imperative that the label instructions on the pesticide in use be adhered to strictly. Questions regarding application should be referred to the pesticide crew supervisor.
 - B. In no case shall chemical and/or baits be applied to endanger residents.
 - C. Before mixing, read careful the label directions and current official state recommendations.
 - D. Wear appropriate protective clothing and equipment as specified on the label.
 - E. Handle pesticides in a well ventilated area. Avoid dusts and splashing when opening containers or pouring into the spray apparatus.
 - F. Measure the quantity of required pesticide accurately using the proper equipment.
 - G. Do not mix pesticides in areas where there is a chance that spills or overflows could get into any water supply.
 - H. Clean up spills immediately. Wash pesticides off skin promptly as indicated on Material Safety Data Sheet. Change clothes immediately if they become contaminated.
 - I. Disposal of empty containers and unused pesticides should be taken care of as required by law.

CHAPTER 7

GENERAL SAFETY RULES

A. General

1. An employee shall not attempt to lift more weight than he/she is capable of lifting. An employee shall request assistance on heavy or odd sized material. Whenever possible, lifting should be done with a straight back using the legs.
2. When two or more persons are carrying an object, there must be open communication and team work. Each employee, if possible, shall face the direction in which the object is being carried. Employee shall have firm grip, good footing and lift with the legs.
3. Employees shall maintain a safe and healthful work place. Work areas shall be cleaned daily and kept in a sanitary, orderly condition.
4. Use handrails while walking up and down stairs.
5. Do not stand in front of closed doors which may open suddenly.
6. The storage of materials shall not create a hazard.
 - A. No materials are to be left in an aisle, doorway, passageway, in front of electrical boxes and stairways or in closets that contain electrical equipment.
 - B. Materials shall be secured so as to prevent them from falling.
 - C. Storage areas shall be kept neat and orderly using good housekeeping practices.
7. Interior walkways will remain clear of all obstruction. Sidewalks, ramps and door entrances shall remain clear of slip hazards.
8. Floors will remain dry. Any spills must be cleaned immediately.
9. Frequently used ramps, door entrances, sidewalks, and parking entrances shall be salted when icy weather is present.

10. Exits shall be marked. Nothing shall be allowed to block doorways or hallways.
11. No electric plugs will be used if the ground has been removed.
12. No electric cord shall be used that has been taped back together. All cords shall be continuous in length. Damaged cords shall be replaced as soon as possible after being found.
13. No electric cord shall be wrapped around a door knob, hung from a door or come in contact with metal.
14. Extension cords shall not be used excessively in an area where additional electric outlets are needed. The supervisor in charge of the work area shall make a written request to the proper maintenance person for the installation of additional outlets.
15. Extension cords shall not be stretched across the floor where they create tripping hazards.
16. Electric fans, when used, shall be safely positioned and guarded. Electrical space heaters should have safety tip over feature and must be unplugged at the end of each work day. All heaters must have the "UL" emblem.
17. Each employee shall be familiar with the location of fire exits and extinguishers and with fire extinguisher operations.
18. Gasoline, diesel fuel or any flammable material shall not be used for cleaning purposes inside any building.
19. Only an approved container shall be used for gasoline or paint thinners.
20. Liquids, such as paint thinners, shall be used in a ventilated area only.
21. Used rags shall be kept in metal containers with covers.
22. Smoking or open flames shall not be permitted in areas where dangerous gases might be present - such as hydrogen areas, acetylene storage, or similar areas. neither shall smoking be permitted in storerooms, battery rooms, flammable liquid storage and use locations, or in other areas where quantities of combustible materials are kept.

23. Each employee shall be familiar with all equipment and maintenance instructions prior to use of equipment. Tire changer machine and other dangerous equipment shall be used by authorized personnel only.
24. Employees shall not engage in horseplay of any kind.
25. Drawers of file cabinets shall be pulled out one at a time.
26. Employees shall be trained in the proper use and storage of all copy machine solvents that pose a hazard to the eyes as well as being a potential fire hazard. See MSDS.

B. Personal Protective Equipment (PPE)

1. Appropriate personal protective equipment, such as gloves should be worn.
2. A hard hat is to be worn whenever there are overhead hazards.
3. Gloves are to be worn whenever there is a danger of hand injury.
4. Eye protection is to be worn where there is potential for flying debris .
5. Safety shoes are to be worn by all maintenance personnel.
6. Respirators shall be used whenever the danger exists of inhaling dangerous fumes.

C. Pesticide Storage

1. The below listed guidelines will be followed to ensure pesticides are properly stored.
 - A. A 30 day or less supply will be maintained.
 - B. Keep in closed, labeled containers.
 - C. Store in an area free of ignition hazards and an area where containers will not be subjected to physical damage.
 - D. Designated area will be marked with a "Pesticide" sign.
 - E. Pesticides to be stored on metal shelving.

- F. Pesticides will not be grouped with other chemicals.
- G. Pesticides will not be stored in close proximity of flammable or combustible liquids.

Anytime you transfer all or part of the contents from one container into another for longer than an immediate use period, the second container must be labeled appropriately. For example, if you transfer diazinon from a labeled container into a sprayer, the sprayer must be labeled "Diazinon". Labeling the container "Pesticide" is not adequate, since the label must contain enough information to look the contents up in the MSDS book if an accident occurs.

D. Flammable/Combustible Liquid Storage

1. The below listed guidelines will be followed to ensure flammable and combustible liquids are properly stored.
 - A. A 30 day or less supply will be maintained.
 - B. Liquids will be kept in closed, approved, and labeled containers.
 - C. Liquids will be stored in an area free of ignition hazards and an area where containers will not be subjected to physical damage.
 - D. Designated area will be marked with a "Flammables - No Smoking" sign.
 - E. Liquids will be stored on metal shelving.
 - F. Liquids will not be grouped with other chemicals.
 - G. Liquids will not be stored in close proximity of pesticides.

Anytime you transfer all or part of the contents from one container into another for longer than an immediate use period, the second container must be labeled appropriately. For example, if you transfer diazinon from a labeled container into a sprayer, the sprayer must be labeled "Diazinon". Labeling the container "Pesticide" is not adequate, since the label must contain enough information to look the contents up in the MSDS book if an accident occurs.

E. Hazards to the Public

When a condition hazardous to the public is found, the employee shall remain on guard and adopt all possible means to prevent accidents. Employee shall warn unauthorized persons to keep away from the hazard and to report the dangerous situation. Avoid unnecessary conversation with fellow workers or with the public relating to the situation at hand. The employee assigned to the said duty shall stay at the hazardous site until condition has been relieved by another person with the appropriate level of authority.

CHAPTER 8

TIPS FOR EMPLOYEE SAFETY

1. Regarding disease control, observe the following practices:
 - a. Thorough hand washing should be incorporated into each employee's daily routine, especially when any type of exposure is possible or suspected. Even if gloves are used, if exposure is suspected, thorough hand washing should be performed immediately after gloves are removed. Gloves should be disposed of in an appropriate manner.
 - b. Properly cover any cuts or broken skin you may have on exposed areas, such as hands, arms, face and neck areas. Check yourself for cuts or abrasions regularly.
 - c. If personal protective items are needed but not available, create a barrier by using any available substitute, such as a towel, a piece of foil, plastic, cloth.
 - d. Keep bleach in stock at all items so it can be available immediately if needed for cleaning up blood.
 - e. Anytime there is a blood spill, even a small amount, precautions should be taken by using paper towels and a 1 to 10 solution of bleach and water. This solution must be mixed fresh and left on the area for twenty minutes to be most effective. Take these precautions whether you know the injured person or not.
2. Always store pesticides and flammables in separate locations. Never store flammable or combustible items near a flame or pilot light.
3. Anytime you transfer all or part of the contents from one container into another for longer than an immediate use period, the second container must be labeled appropriately. For example, if you transfer diazinon from a labeled container into a sprayer, the sprayer must be labeled "Diazinon". Labeling the container "Pesticide" is not adequate, since the label must contain enough information to look the contents up in the MSDS book if an accident occurs.

4. Areas that contain electrical equipment or are used for the storage of gasoline-powered equipment (lawn mowers, weed-eaters, etc.) should not be used for the storage of items such as cardboard, paper, fabric, carpeting.
5. Whenever an employee is using a key machine, goggles should be worn.
6. When a used appliance is brought into the shop, strip off and store all usable parts and then have the appliance removed.
7. When using liquids that have a strong odor, such as ammonia or stripper, be sure adequate ventilation exists to avoid inhaling fumes.
8. Practice good housekeeping habits on a regular basis - it results in a safer work environment and takes only a short time each day.
9. Gasoline should be stored in safety cans with flame arresters and in a properly ventilated area. No debris, cardboard, fabric, etc. should be kept in the same area.
10. Fire extinguishers should be inspected monthly, and the inspector should sign off on the appropriate tag. Fire extinguishers should be mounted on the wall at the appropriate height based upon the weight of the fire extinguisher.
11. Items not fit for use or in need of repair should be tagged properly. Tags should state "out of service" or "do not use".
12. Ladders should have safety feet.
13. Grounding posts should be on all equipment if they were there when the equipment was originally manufactured.
14. Portable electric heaters should have a front grill and tip over alarm or automatic shut off.
15. Be sure that an electrical cord does not extend across walkways unless there is a protective covering over it.
16. Switch plates should not be cracked, broken, or loose.
17. Dirty rags should be placed in a metal container with a lid and disposed of frequently.
18. Wall racks for the storage of tools, rakes, shovels, etc., should curve upward so that items will not fall off when jarred. Floor racks are safer for this purpose.

19. When placing lawn equipment in the building, the fuel tank should be either full or empty to avoid a build up of fumes. Never store small gas powered machinery in a closet area.
20. The areas immediately surrounding space heaters, water heaters, and furnaces should not be used for storage. A three foot wide area for access purposes is the minimum clearance required.
21. Do not store heavy items on the top shelf of a wall size shelving unit or in an attic or upstairs storage area.
22. Check electrical power panels periodically to be sure that the fuses or circuit breakers are not hot.
23. Always maintain clear access to electric panels, sprinkler control areas, etc.
24. Maintain at least 18 inches vertical clearance between the plane of the ceiling/roof sprinklers and the top of stock storage to allow sprinkler water dispersion at highest efficiency
25. Electrical control box switches should be labeled.
26. A drip pan should be placed below items where a nozzle is used to release liquids. This keeps any amounts that drip out from getting on the floor and creating a slipping hazard.
27. Wear available personal protective equipment, such as, goggles and gloves, whenever necessary for the job being performed.
28. Keep in stock only those items anticipated to be needed within a reasonable time frame. Remove from stock items no longer needed or items too old to be of use.
29. Regarding back injuries, employees should:
 - a. Utilize mechanical lifting equipment (i.e. two wheel dollies) when lifting heavy items.
 - b. Request assistance from other employees before attempting to lift heavy items.
 - c. Know your limitations.

30. Regarding slip and fall accidents, employees should:

- a. Store objects (i.e. paint cans, boxes, hand tools, etc.) out of walkways or other walking surfaces.
- b. Properly store items such as hand tools, ladders, extension cords, etc., immediately after using them.
- c. Utilize handrails when going up or down stairwells, and keep at least one hand free to grasp the handrail.

31. Regarding the use of hand tools, employees should:

- a. Wear leather work gloves when utilizing hand tools which have the potential of causing injury to their hands and fingers.
- b. Cut away from the body when utilizing hand tools such as hacksaw, box cutters, electric hedge trimmers, etc.
- c. Utilize a push board when feeding wood into a power saw (i.e. jigsaw, table saw, etc.).
- d. Supervisors should provide new employees with safety training prior to their utilizing hand and power tools.

**HOUSING AUTHORITY OF THE
CITY OF PATERSON**

FIRE SAFETY POLICY

HOUSING AUTHORITY OF THE CITY OF PATERSON FIRE SAFETY POLICY

Every year thousands of fires break out in buildings and homes, causing deaths, injuries and millions of dollars in fire damage. Such losses could be reduced if everyone practiced good fire prevention and planned ahead for a fire emergency. The Housing Authority of the City of Paterson recognizes the devastating impact fires can have on individuals, families and communities and has developed a formal Fire Safety Policy to ensure/enhance the safety of all residents. The Housing Authority will address fire safety through the implementation of the following:

- A. Ensuring that fire protection systems are inspected, maintained and serviced in accordance with the fire code, and where an inspection, maintenance or testing procedure is beyond in-house capabilities, to have qualified personnel complete the procedure.
- B. Ensuring that additional precautions are taken to offset the hazard to residents where fire protection systems are inoperable. This will include checking the fire code when fire systems are in need of repair and advising the fire department of the system status.
- C. Ensuring that building maintenance, alteration or renovation does not expose the building or residents to undue fire hazards and precautions are taken to ensure building and resident safety.
- D. Ensuring that Property Management and/or maintenance teams are available to respond to the premises in the event of notification of an emergency.
- E. Providing information to all units on general fire safety procedures.
- F. Resolving any fire hazards which are reported by residents or the fire department.
- G. Maintaining familiarity with the building's fire protection systems.
- H. Familiarizing and/or educating the Property Management Team at each site on fire regulations.
- I. In case of a fire, obtain official reports from the City of Paterson Fire Marshall to determine the actual cause of fire. If the fire is determined to be as a result of negligence on behalf of the resident, the resident will be held accountable.

In addition to the above procedures the Authority residents must also be aware of prevention mechanisms to further ensure the safety of their residence. Therefore, residents are encouraged to accomplish the following suggestions. Please note that the following is not an exhaustive list of fire prevention measures, however, residents are

encouraged to talk to their Property Managers for additional items.

- A. Obtain rental insurance to protect their unit content in case of a fire.
- B. Minimize the use of draperies, curtains and other free-hanging decorations.
- C. Remove newspapers, trash and recycling materials on a consistent basis.
- D. Not overload electric circuits and make sure extension cords are used properly.
- E. Check your stove, and other cooking equipment. Do not utilize aluminum foil to line burner pans, as doing so may create a potential short circuit and fire hazard
- F. Check for and clean up accumulated grease remove combustibles from or near hot surfaces.
- G. Be alert around electrical equipment. If electrical equipment is not working properly or if it gives off an unusual odor - often the first sign of a problem that could cause a fire – disconnect and discard the equipment immediately.
- H. Promptly replace any electrical cord that is cracked or has a broken connection.
- I. When using extension cords, protect them from damage: do not put them across doorways or any place where they will be stepped on or chafed. Check the amperage load specified by the manufacturer or the “listing laboratory”, and do not exceed it. Do not plug one extension cord into another, and do not plug more than one extension cord into one outlet.
- J. Keep all heat-producing appliances away from the wall and away from anything that might burn. Leave plenty of space for air to circulate around equipment that normally gives off heat.
- K. Do your part to keep storage areas, stairway landings and other out-of-way locations free of waste paper, empty cartons, dirty rags and other material that could fuel a fire.
- L. Report all fire hazards /concerns to the Property Management Team.
- M. Check batteries of smoke alarms and carbon monoxide detectors semi-annually and replace batteries as needed.
- N. Do not use elevators when there is a fire.

HOUSING AUTHORITY OF THE
CITY OF PATERSON

FLAT RENT POLICY

HOUSING AUTHORITY OF THE CITY OF PATERSON

FLAT RENT POLICY

The Housing Authority of the City of Paterson has set a flat rent for each public housing unit based on reasonable market value of the unit.

The PHA will use 65% of the Fair Market Rent as flat rent for each unit as follows:

The PHA has adopted the following flat rents:

	<u>10/01/06 FMR</u>		<u>10/01/06 Revised</u>
0 Bedroom	\$ 927	FMR minus 35% =	\$ 603 Flat Rent
1 Bedroom	\$1,037	FMR minus 35% =	\$ 674 Flat Rent
2 Bedroom	\$1,163	FMR minus 35% =	\$ 756 Flat Rent
3 Bedroom	\$1,436	FMR minus 35% =	\$ 934 Flat Rent
4 Bedroom	\$1,654	FMR minus 35% =	\$1,076 Flat Rent
5 Bedroom	\$1,902	FMR minus 35% =	\$1,237 Flat Rent

Note

The PHA will explore a new flat rent policy in the future based on the newly assigned Asset Management Project Groupings.

HOUSING AUTHORITY OF THE
CITY OF PATERSON

PAYMENT STANDARDS

HOUSING AUTHORITY OF THE CITY OF PATERSON

Number: 06-10-
DEPARTMENT OF ADMINISTRATION
 Category: OPERATIONS

Date of Adoption: October 16, 2006

Approval as to Form and Legality on the
 Basis of Facts as Set Forth

Resolution to Adopt Revised Payment

By: _____
ROGUT McCARTHY TROY PC

Title: **Standard Amounts as per CFR 24,
 Ch. VIII, Section 887.351**

Budget Authority:
 OB _____ OB Rev. _____
 CGP _____ PHDEP _____
 HOPE VI _____ Section 8 X

WHEREAS, the Housing Authority of the City of Paterson (HACP) currently administers a Housing Choice Voucher Program, which took effect on October 1, 1999; and

WHEREAS, the regulations in part require that the payment standard by unit type be revised annually and must fall within certain parameters pursuant to a fully executed contribution contract with the US Department of Housing and Urban Development; and

WHEREAS, on September 27, 2006 HUD published in the Federal Register the new FMRs (Fair Market Rents) for FY 2007 by unit bedrooms; and

WHEREAS, on June 21, 2004, the Board of Commissioners passed a resolution amending the policy for fixed payment standards for the Housing Choice Voucher Program for unit types 0-9 bedrooms at 90% of the FMR; and

WHEREAS, in order to satisfy the above requirements, the current payment standards must be revised based on the new Fair Market Rents (FMRs) as published in The Federal Register dated September 27, 2006 (see attached):

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Housing Authority of the City of Paterson that, in keeping with HUD Guidelines and the aforementioned policy of establishing fixed standards, they approve and formally adopt the revised Payment Standard Schedule set forth above, which is 90% of the New FMR to be effective on October 1, 2006, for unit types 0-9 bedrooms.

Motion to Adopt by Commissioner _____

Seconded by Commissioner _____

Record of Commissioner's Vote on Final Passage

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
Aponte, S.				
Diaz, H.				
Hailstock, P.				
Mc Duffie, Rev. M.				
Perville, Rev. P.				
Yannarelli, C.				
Bonds, E.				

Adopted at a Meeting of the Housing Authority of the City of Paterson

_____ Passed
 _____ Tabled
 _____ Denied

**I certify that sufficient funds are available
 for the expenditure proposed herein.**

 Director of Administration/Comptroller

 EXECUTIVE DIRECTOR

HOUSING CHOICE VOUCHER PROGRAM - PAYMENT STANDARD
EFFECTIVE 10/1/2006

UNIT TYPE	OLD FMR AS OF 10/01/05	NEW FMR EFFECTIVE 10/1/06	NEW PAYMENT STANDARD EFFECTIVE 10/1/06 90% of FMR
0	946	\$ 927	\$ 834
1	1,035	\$ 1,037	\$ 933
2	1,183	\$ 1,163	\$ 1,047
3	1,492	\$ 1,436	\$ 1,292
4	1,806	\$ 1,654	\$ 1,489
5	2,077	\$ 1,902	\$ 1,712
6	2,348	\$ 2,150	\$ 1,935
7	2,619	\$ 2,398	\$ 2,158
8	2,890	\$ 2,646	\$ 2,382
9	3,161	\$ 2,895	\$ 2,605

HOUSING AUTHORITY OF THE CITY OF PATERSON

60 Van Houten Street Paterson, N.J. 07505	PHA 2007 Annual Plan Resident Advisory Board Meeting No. 2	Oct. 13, 2006 10:00 a.m.
Name	Address/Agency	Phone No.
1. <i>Southern Bell</i>	<i>Jordan Community Plgm 166 Swan St Pat. N.J. 07505</i>	973-345-4694
2. <i>Earline Baldwin</i>	<i>163 Rosa Parks Blvd. Dr. Cotton Homes</i>	973-881-1244
3. <i>CAROL E. Gladis</i>	PHA	973-345-5671
4. <i>WILFRADO C VAZQUEZ</i>	HACP	973 345-5340
5. <i>Gary Moses</i>	PHA	
6. <i>PALENE GUTIERREZ</i>	PHA	973-345-5671
7. <i>Vanessa Sibbald</i>	PHA	(973) 345-5071
8. <i>Shanti Shah</i>	Accog C.O.	973-684-8248
9. <i>ANNA NEAL</i>	Acctg CO	973-345-5149
10. <i>Sheryl Washington</i>	LIVESIDE VERMONT	973-345-5681
11. <i>Joan Champion</i>	Alexd. Hand.	
12. <i>Janet Jones</i>	HCP - Mod.	973-345-5045
13. <i>Barbara Jones</i>	Riverside Terrace Council	973 742-5091
14. <i>Daniel McEwen</i>	Alexander Hamilton NJ 21-3	973-345-5362
15. <i>Shirley Moore</i>	Riverside Residence	973-278-8841
16. <i>Jeanette Ware</i>	PHA	x 5642
17. <i>Daphne Mahon</i>	PHA	x 5672
18. <i>Irma GORHAM</i>	PHA	973-345-5650

HOUSING AUTHORITY OF THE CITY OF PATERSON

60 Van Houten Street Paterson, N.J. 07505	PHA 2007 Annual Plan Resident Advisory Board Meeting No. 2	Oct. 13, 2006 10:00 a.m.
<i>Name</i>	<i>Address/Agency</i>	<i>Phone No.</i>
1. <i>T. Mums</i>	<i>PHA</i>	<i>973 345-5628</i>
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HOUSING AUTHORITY OF THE CITY OF PATERSON

60 Van Houten Street Paterson, N.J. 07505	PHA 2007 Annual Plan Resident Advisory Board Meeting No. 1	Oct. 3, 2006 5:00 p.m.
Name	Address/Agency	Phone No.
1. Mae Munsuya	199 Corral St	973 2788829
2. Joannee Breen	Jordan Corquid Plaza 166 West St. Pat. N.J. DRCotton Homes	973-345-4684
3. Earline Holder	163 - Broad St. Pat. N.J.	973 581-1244
4. New Howard	68 Keen Street 45	973-278-7408
5. Joan Champion	206 Alabama Ave Apt 3A	973- ---1---
6. Cheryl Hill	202 apt 6A	973-503-8810
7. P.H.A.	P.H.A.	
8. P.H.A.	P.H.A.	
9. G. L. Bonds	PHA	973-523-8390
10. CAROL Gladis	PHA	973-345-5671
11. Kathy Davis	PHA	(973) 345-5351
12. Florence Serafin	21-9-255 ATLANTIC ST	973-345-2035
13. W.C. VAZQUEZ	HACP	345-5340
14. P.H.A.	P.H.A.	
15. Dale Jones	HACP	973 345 5086
16. DANIEL McIVER	P.H.A NJ 21-3	973-345-5362
17. Meeting ended at 7PM		
18.		