

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 08/31/2009)

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

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

Streamlined Annual PHA Plan

for Fiscal Year: 10/1/08—9/30/2009

PHA Name:

CAPE MAY HOUSING AUTHORITY
639 LAFAYETTE STREET
CAPE MAY, NEW JERSEY 08204

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Cape May Housing Authority

PHA Number: NJ062

PHA Fiscal Year Beginning: 10/1/2008

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units:
Number of S8 units:

Section 8 Only

Number of S8 units:

Public Housing Only

Number of public housing units:

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

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

PHA Plan Contact Information:

Name: Robert T. Noble, Exec. Director
TDD:

Phone: 1-609-884-8703
Email (if available):

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

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

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

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

Streamlined Annual PHA Plan Fiscal Year 2008

[24 CFR Part 903.12(c)]

Table of Contents

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS

- 1. Site-Based Waiting List Policies
903.7(b)(2) Policies on Eligibility, Selection, and Admissions
- 2. Capital Improvement Needs
903.7(g) Statement of Capital Improvements Needed
- 3. Section 8(y) Homeownership
903.7(k)(1)(i) Statement of Homeownership Programs
- 4. Project-Based Voucher Programs
- 5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.
- 6. Supporting Documents Available for Review
- 7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report
- 8. Capital Fund Program 5-Year Action Plan
- 9. OTHER: The Authority is submitting the following Attachments:**
 - Attachment A: Executive Summary (**file name: nj062a01**)
 - Attachment B: Progress Meeting-5-Year Plan Goals (**file name: nj062b01**)
 - Attachment C: RAB Comments: (**file name: nj062c01**)
 - Attachment D: Capital F: Annual/Evaluation Report Part I: (**file name: nj062d01**)
 - Attachment E: Capital F: Annual/Evaluation Report Part II: (**file name: nj062e01**)
 - Attachment F: Capital G: Annual/Evaluation Report Part III: (**file name: nj062f01**)
 - Attachment G: Violence Against Women Act: (**file name: nj062g01**)
 - Attachment H: Revised Trespass Policy: (**file name: nj062h01**)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

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

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

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

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

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

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

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

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)

2. Capital Improvement Needs

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

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

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

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

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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

2. Program Description:

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

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

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

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

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

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below:)
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: **Atlantic County**

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

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

As a result of the “Mt. Laurel decision” in 1985, the Cape May County Comprehensive Plan addressed municipal responsibility and established county policies in this regard:

- Review development of ordinances to eliminate excessive cost-generating items
- Provide incentives or bonus-zoning techniques for provision of low-moderate housing
- Seek Federal/State funding for housing rehabilitation programs to aid families
- Encourage rehabilitation of older homes with good architectural and structural qualities

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans 10/1/08----9/30/09
X	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans No Fair Housing violations as of last Audit: FYE: 9/07
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program June 2008	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
N/a	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
N/a	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
X	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary) none	Annual Plan: Operations and Maintenance and Community Service & Self-

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Sufficiency
N/a	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/a	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	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
N/a	Section 8 informal review and hearing procedures. <input type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
N/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
N/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
N/a	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
N/a	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
N/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
N/a	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/a	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
X	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies. On-going	Annual Plan: Community Service & Self-Sufficiency
N/a	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
X	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
N/a	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit FYE:9/30/07 with No Findings
X	Other supporting documents (optional) VAWA Policy (list individually; use as many lines as necessary) Revised Trespass Policy	(specify as needed)
N/a	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cape May Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P20250108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$113,973.00			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$113,973.00			
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				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Cape May Housing Authority			Grant Type and Number Capital Fund Program Grant No: NJ39P20250108 Replacement Housing Factor Grant No:		Federal FY of Grant: 2008
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
	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: Cape May Housing			Grant Type and Number Capital Fund Program Grant No: NJ39PO6250108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
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	
H/A WIDE	OPERATIONS	1406		\$113,973.00				
	TOTAL			\$113,973.00				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name: Cape May Housing			Grant Type and Number Capital Fund Program Grant No: NJ39PO6250108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008		
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	
H/A WIDE	ALL FUND ALLOCATED TO OPERATIONS							

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name Cape May Hous.				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY:	Work Statement for Year 3 FFY Grant: 2010 PHA FY:	Work Statement for Year 4 FFY Grant: 2011 PHA FY:	Work Statement for Year 5 FFY Grant: 2012 PHA FY:
	Annual Statement				
H/Wide					
Operations		\$113,973.00	\$113,973.00	\$113,973.00	\$113,973.00
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year :2009 FFY Grant: 09 PHA FY: 09			Activities for Year: 2010 FFY Grant: 09 PHA FY: 09		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual Statement		<i>None</i>		None		
Total CFP Estimated Cost			\$			\$

8. Capital Fund Program Five-Year Action Plan

Activities for Year :2011 FFY Grant: 20 11 PHA FY: 2011			Activities for Year: 2012 FFY Grant: 2012 PHA FY: 2012		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	<i>None</i>		None		
Total CFP Estimated Cost		\$			\$

ATTACHMENT “A”: file name: nj062a01

EXECUTIVE SUMMARY

STATEMENT:

The challenge of creating and maintaining continuity of activities and the Authority’s Five Year Agency Plan and meeting its Annual Goals and Objectives continues to require the utmost attention, dedication, and the commitment of the staff, the administration, and the Board of Commissioners.

In Fiscal Year Ending 9/30/2007, the Authority retained the Public Housing Assessment Score of **High Performer** and in the current fiscal year of 10/1/2007 thru 9/30/2008, the Authority and its staff will confirm its intention to continue to work and ensure another year in achieving the goal of high performer.

Many of the Authority’s 5-Year Annual Goals are retained each year as these goals represent the basic foundation of operating our small housing authority. These foundation-goals have proven invaluable in maintaining a fiscally-sound authority and for improving the living environment of its residents. Due to the fact that funding is limited in small authorities, it is difficult to have large-major work performed and so the Cape May Housing Authority continues its general maintenance and smaller projects that fit into its financial capabilities.

In the coming fiscal year i.e. 10/1/08 thru 9/30/2009, the Housing Authority plans to continue its beautification program by painting or replacing shutters at the sites, as needed, and power washing the exterior of each building to improve the marketing of its housing units and to improve the living environment for its residents. In addition, the Authority will attempt to modernize 10 bathrooms per year, funding permitting, until it completes the modernization of bathrooms at each of its 3 sites.

There are plans to improving Housing-Wide Security during this coming fiscal year as a response of the Authority being approached by the Cape May Police Department in its efforts to seek assistance from the Authority to ensure and assist in the control and/or prevention of drug-related and criminal activities related to gang-infiltration into the Cape May area. This additional security will be in the form of increased lighting, security cameras, and having the police department actually electronically monitor the on-site security cameras. The excellent rapport between the Housing Authority and the Cape May Police Department will ensure the optimum in safety to its residents.

The Authority continues to utilize the “Progress Chart” that is designed to indicate the Authority’s achievements over the previous year. The Progress Chart can be viewed within the content of the Agency Plan, which will be electronically submitted to HUD at the appropriate time, as required.

The Authority constitutes a small PHA. The Cape May Housing Authority is comprised of 85 units i.e. 30 family Units and 55 Elderly/Disabled Units. The Authority continues to pledge to **strive to meet its goals and objectives for the coming fiscal year 10/1/2008 thru 9/30/2009** all the-while the administration and the governing body will continue its intent of providing good housing for those in need and in cooperation with the residents of the Cape May Housing Authority.

*Robert Noble,
Executive Director*

**FISCAL YEAR 7-2008 AGENCY SUBMISSION
PROGRESS REPORT ON
ACHIEVEMENT OF GOALS AND OBJECTIVES OF PLAN SUBMITTED
Progress Report for period of : 10/1/2006 to 9/30/2007**

ATTACHMENT "B" – (file name: nj062b01)

GOALS & OBJECTIVES FOR PERIOD COVERING: 10/1/2006—9/30/2007	(Per Cent) Met
Goal 1.Managing PHA efficiently & effective-Qualifying as "Standard Performer	
Retained current status of "high performer" Score "A" for 90% or above 100% FYE=	92%
Maintaining sufficient waiting list for 15 day occupancy turnaround	100%
Maintain rent collection at 95%	100%
Sustain occupancy rate of nothing less than 95%	100%
Goal 2. Operate with fiscal prudence/GAAP accounting in place	100%
Income exceeded expenses	100%
Maintain operating reserves at level of at least 90%	100%
Continue proper investment of funds	100%
Goal 3. Improving quality of assisted housing stock and units	
Improve PHAS Score (Maintained high scores)	
Perform annual inspection of all 85 units	100%
Goal 4. Commitment to ensuring a safe environment	
Authority continues to enforce "One Strike and You're Out Policy"	100%
Continue to maintain "Defiant Trespassers List" on semi-annual basis	100%
Performing background checks on all new applicants	100%
Goal 5. Improve quality of life and economic vitality by improving living environment	
Continue occupancy of 40% whose income does not exceed 30% of AMI	100%
To the extent possible maintain equal balance and variety of income <30% of AMI	100%
Goal 6. To the extent possible upgrade power supply and modernize facilities	On-Going
Goal 7. Create and maintain a fully functioning democratically elected RC/RAB	
Elected officers, developed guidelines, interaction throughout FY year being evaluated	50%
RASS Score Not Applicable for this Fiscal Year	N/A
1. Neighborhood Appearance (Beautification Project in progress)	100%
2. Communication: RAB Meetings: (RAB less involved, remains active with Agency P. Dev.	100%
Initiated New "NEWSLETTER 1/2007 - is on-going	100%
Goal 8. Improve Heating and Air Conditioning Systems (units) (5 per year)	
(6) Heat Pumps were all that was required	100%
Goal 9. Improving Housing Stock (Total of 85 units)	
1. Painting/or replacement of shutters at all three complexes (Lafayette and Osborne –done)	75%
2. 10 New Bathrooms per yr.: Osborne, Lafayette Court, Broad Street. (If funding is Available)	New 06/07
Goal 10. Complete a beautification project to increase marketability of units/safety (2008)	
Beautification project is on-going – Lawn Care	100%
Painting/or Replacement/shutters at all sites (as needed, as funds become available)	On-Going
Painting/or Replacement of shutters at Main Office / Power Washed office	100%
Power wash Units as needed	On-Going
Paint benches and sitting areas (tables) (pagodas), etc.	On-Going
Install Security Cameras in conjunction with Local Police Dept. (Broad St. and as needed)	New 08

EXPLANATION: NO SIGNIFICANT PROBLEMS IS MEETING HIGH LEVEL OF ACCOMPLISHMENT IN REACHING ESTABLISHED GOALS FOR PERIOD.

(a) Senior Resident Council (RAB) is on-going

ATTACHMENT "C": (file name: nj062c01)

CAPE MAY HOUSING AUTHORITY
RAB Meeting Comments & Suggestions

Meeting Held: April 21, 2008

AGENCY STATEMENT:

There were previous requests from the RAB members for the Authority to enhance security.

RESPONSE:

Over the past year, the Administration has taken the request for increased security measures seriously. Several months into the new fiscal year, the administration held a meeting with five officers of the Cape May Police Department, several board commissioners, and the staff of the Authority in order to discuss and make plans to respond to the RAB request for improving security at all three sites. Much of this meeting was directed to up-dating the RAB members on the Authority's efforts and to obtain their approval and any other suggest they might offer.

1. **RESPONSE TO ENHANCED SECURITY**

The executive director explained that after securing the information and cooperation of the local Police Department, the administrative staff was able to report to the RAB members that the Police Department performed an on-site physical survey of housing property. The Police determined the most appropriate placement for surveillance cameras. In addition, the Police Department agreed to perform the day-to-day electronic monitoring of all cameras and to take the appropriate actions. All three sites will receive the additional camera surveillance.

2. **TRESPASS POLICY – REVISIONS**

The executive director explained that because of the security efforts, the Authority's solicitor suggested that the Trespass Policy be revised to accommodate any changes that the Authority deemed necessary to improve their security efforts. The staff made certain revisions, clarifications, and additional requirements. The staff passed the revisions onto the solicitor for his review and approval, which is pending at the time of this writing. However, the Authority does not anticipate any further revisions from the solicitor.

3. **NOTIFICATION TO RESIDENTS**

The executive director further explained that as soon as the new security measures are formalized, a newsletter will be distributed housing-wide, which will fully inform all residents of the new changes and benefits.

4. **CONTINUED IMPROVEMENTS –**

- (a) Painting Shutters (Housing Wide)
- (b) And Renovation of Broad Street -Parking Lot

CLOSING STATEMENT:

The Administrators were pleased to note that the RAB members approved of the Authority's efforts to meet their needs and earlier suggestions from the past several months. The executive director called for a motion to approve the above listed items/changes. A motion was made by RAB treasurer Emma Cordes of 27 Lafayette Ct., and seconded by Karen McKelvey RAB secretary of Unit 28 Osborne Court. The vote was carrier unanimously carried.

No further suggestions were made by the four RAB members.

*A sign-in-sheet is on hand.

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

PHA Name: Attachment nj062d01	Grant Type and Number	Federal FY of Grant:
HOUSING AUTHORITY OF THE CITY OF CAPE MAY	Capital Fund Program Grant No: NJ39P06250108 Replacement Housing Factor Grant No:	2008

Original Annual Statement **Reserve for Disasters/Emergencies** **Revised Annual Statement (revision no:)**
 Performance and Evaluation Report for Period Ending: **Final Performance and Evaluation Report**

Line No:	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1460 Operations	\$113,973.00			
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Cost				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2-20)	\$113,973.00			
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				

Cape May Housing Authority

ATTACHMENT "G": DEVIATION STATEMENT (nj062b01)

DEVIATION/AMENDMENTS
TO
AGENCY PLAN

STATEMENT:

During the Fiscal Year 10/1/2007 to 9/30/2008, the Housing Authority did not have any significant deviations or amendments to its Agency Plan covering the Annual year-period of 10/1/2007-9/30/2008.

The Authority offers the "Progress Report on Achievement of Goals and Objectives" of Plan submitted 7-2006 for year 10/1/06-9/30/07.

CAPE MAY HOUSING AUTHORITY
639 Lafayette Street
Cape May, NJ

TRESPASS POLICY

Approved by Board Resolution # 2008-14

ATTACHMENT "H": REVISED TRESPASS POLICY

I TRESPASS POLICY STATEMENT

The Cape May Housing Authority recognizes the problems its residents and the Authority face because of the presence of persons on Housing Authority property of those who engage, or who have engaged, in activity that threatens the health, safety, and the welfare of Authority property, its residents and its employees. Given the seriousness of the illegal activity on Authority premises, and the substantial threat it and associated criminal and disruptive behavior pose to the peace, security and welfare of Authority residents, the Housing Authority wishes to adopt the following policy in an effort to enhance the safety, health and well-being of its residents and its property. This policy will enable the Housing Authority and its staff to maintain the Housing Quality Standards as provided by the Department of Housing and Urban Development.

At the same time, the Housing Authority recognizes that its residents and visitors have legitimate privacy and associational interests that must be balanced against the Authority's interest in maintaining a safe and tranquil community.

II THE PURPOSE OF THE TRESPASS POLICY AND ITS "DEFIANT TRESPASS LIST"

The purpose of this Policy is to reduce criminal activity involving drugs, and other activity, which threatens the peace, tranquility and general welfare desired for public housing and its residents, while still recognizing the legitimate privacy and associational interest of its residents and visitors.

To that end, the Authority deems it appropriate to create and to maintain a "Defiant Trespass List" of those persons whose *presence is not desired* on Housing Authority property, and to prosecute those persons for trespassing to the full extent of the law, if they are present on Housing Authority property after having been notified that their *presence is not permitted*.

III CREATION, MAINTENANCE/MANAGEMENT OF DEFIANT TRESPASS LIST

- (A) The creation of the Defiant Trespass List shall be developed through communication and in conjunction with the Cape May Police Department. Both the Police Department and the Administration of the Housing Authority shall retain a copy of the current names listed on the Trespass List.

The List shall consist of the names of all persons, not residents of Authority housing-units whose presence has been deemed not to be permitted on Housing Authority property, and who shall be considered "trespassers" thereon.

(B) Maintenance of the List shall be performed by the Housing Authority staff who shall do the following tasks:

1. List and retain all names currently on the Trespass List.
2. Consult and/or review the names on the List on a regular basis with the Police Department.
3. Up-date the List on a Monthly or Quarterly basis as appropriate so it can be determined as to whether or not a name should be added or eliminated from the Defiant Trespass List; and,
4. Prominently display and post a current Trespass List at the conspicuous places or locations Housing Authority property.

IV INCLUSION OF THE TRESPASS LIST

(A) Inclusion on the Trespass List will result for all non-residents, including invited guests, who:

1. Engage in drug related activity on **or** off the property of the Housing Authority or elsewhere.
2. Engage in criminal activity in which a deadly weapon is used or threatened to be used, or any activity which results in physical injury to any person, while on the property of the Housing Authority, or elsewhere.
3. Engage in criminal activity which is non-violent and causes no physical injury to another person while on Housing Authority property; or
4. Engage in verbal or physical confrontation with law enforcement personnel, residents, guests, or Authority personnel while on the property of the Authority.

V NOTIFICATION REGARDING NAME-PLACEMENT ON TRESPASS LIST

(A) Anyone who is placed on the Trespass List will be notified of his or her status as a trespasser and, to the extent possible, shall be notified by the Cape May Police Department immediately upon being placed on the List and/or

(B) By certified mail from the Authority's Attorney, as deemed appropriate by the Attorney

(C) Documentation of time, place and circumstances of notification shall be documented and such documentation shall be retained by the Housing Authority offices, Police Department, and the Attorney.

VI CONSEQUENCES OF INCLUSION ON THE TRESPASS LIST

- (A) Any person listed on the Trespass List who returns to and/or visits Housing Authority property shall be subject to immediate arrest if seen on the property by a Police Officer.
- (B) An employee or tenant who observes such a person on Authority property shall file a complaint with the Police Department and a summons shall be issued for prosecution in accordance with the Defiant Trespass Statute, N.J.S.A 2C:18-3(b).
- (C) It shall be the policy of the Cape May Housing Authority to prosecute each and every trespass complaint filed.

VII TIME-SPECIFIC VISITOR'S PASS

Statement: The Housing Authority is cognizant of the fact that there may be occasional extenuating circumstances that would cause a person on the Trespass List to request permission to visit a resident. In such an event, the Authority has addressed this possibility and thereby has a process for addressing such a need through a "Time-Specific Visitors Pass".

The "process" required for obtaining such a pass was created to ensure the safety of the visited resident as well as for all other residents. The visitor is expected to fully comply with the process for obtaining the PASS CARD without exception(s). Any person listed on the Trespass List who visits a residents living on Housing Authority property without a Visitor's Pass will be prosecuted to the fullest extent of the law.

The Housing Authority shall without reservation hold a visitor to the complete process of obtaining and complying with the conditions of the Time-Specific Visitor's Pass.

(A) Obtaining the Time-Specific Visitor's Pass

To obtain a Time-Specific Visitor's Pass those listed on the Trespass List MUST complete and comply with the following steps:

1. Physically come to the Authority Office and request to make application for the Pass.
2. Sign a "Sign In—Sign Out" Sheet.
3. Complete a "Request Form" for the Pass.
4. Wait while the administrative Staff *verifies permission for the visit.* **Note:** NO PASS will be given unless permission is verified with the resident-tenant.

Once permission has been verified, the Authority will fax a copy of the Card to the Police Department, the visitor will be given a "PASS CARD" and the visitor will be expected to do the following:

1. Carry the PASS CARD at all times as proof of permission to be on the property
2. Visitation time shall NOT TO EXCEED a total of two (2)-hours on any single visit.
3. The PASS CARD is valid between the hours of 9:00 am and not beyond 3:30 pm Monday thru Friday, ONLY.
4. NO WEEKEND Passes will be given.
5. At the end of the two (2)-hour visiting limit, the visitor holding the PASS CARD must return to the administration office, *in person*, and RETURN the PASS CARD and Sign OUT!

Violation of the PASS CARD privilege will result in all future requests for a PASS CARD being rejected.

VIII REMOVAL OF NAME FROM TRESPASS LIST

- (A) A person who is on the Trespass List may apply for removal from the Trespass List NOT LESS than one-year after his or her name is included on the List.
- (B) A person must complete an "Application" for removal from the Trespass List and it shall be the burden of the person seeking removal from the List to demonstrate that his or her name should be removed.
- (C) The Housing Authority Executive Director or his designee, in conjunction with the Housing Authority Attorney and the Cape May Police Department personnel shall review such a request for removal from the Trespass List.
- (D) The Cape May Police Department/Housing Authority shall have the authority to make the final determination as to whether a name should or should not be removed from the Defiant Trespass List.
- (E) The person requesting the removal from the Trespass List will be notified, in writing regarding the disposition of the review.