

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

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# PHA Plans

5 Year Plan for Fiscal Years 2009 - 2013

Annual Plan for Fiscal Year 2009

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of Plainfield      **PHA Number:** NJ039

**PHA Fiscal Year Beginning: (mm/yyyy)** 01/2009

**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:

**603**

**473**

**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)

- X Main business office of the PHA
- X 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)

- X  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.
- X  The PHA's mission is: (state mission here)  
The mission of the Housing Authority of Plainfield is to be the area's affordable housing choice. The Authority provides and maintains safe, quality housing in a cost-effective manner. By partnering with others, the Authority offers rental assistance and other related services to the community of Plainfield, New Jersey in a non-discriminatory manner.

**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:
  - X  Apply for additional rental vouchers:
  - X  Reduce public housing vacancies:
  - X  Leverage private or other public funds to create additional housing opportunities:

- X Acquire or build units or developments
- Other (list below)
  
- PHA Goal: Improve the quality of assisted housing
  - Objectives:
  - X Improve public housing management: (PHAS score)
  - X Improve voucher management: (SEMAP score) 95
  - X Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:
    - (list; e.g., public housing finance; voucher unit inspections)
  - X Renovate or modernize public housing units:
  - X Demolish or dispose of obsolete public housing:
  - X Provide replacement public housing:
  - X Provide replacement vouchers:
  - Other: (list below)
  
- PHA Goal: Increase assisted housing choices
  - Objectives:
  - X Provide voucher mobility counseling:
  - X Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - X Implement voucher homeownership program:
  - X Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)

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

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

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

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

Objectives:

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

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- X 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:
- X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: (list below)

**Other PHA Goals and Objectives: (list below)**

**Increase in Available Apartments**

One of the highest priorities of the Authority is to maximize the number of available apartments, while ensuring critical capital work is completed to maintain public housing for the future. Currently, HAP's occupancy rate is 96 percent; however, to ensure apartments off the rent roll for office space are efficiently returned to occupancy. By adding a new 4,000 square foot office addition and 2,000 square foot of office space renovations to the existing office at a cost of 1.4 million dollars will enable the agency to consolidate its various essential departments in one central location. This will not only increase the operation revenue but free up several units to be used as apartments for senior citizens on the waiting list.

**Increasing the Housing Authority of Plainfield's Stock of Affordable Housing**

For the past year, HAP has been working closely with residents, local officials and community organizations in developing plans to build new housing in the city of Plainfield. We are currently working with the City of Plainfield to purchase and develop properties for affordable homeownership opportunities for those who qualify.

## **Public Safety**

Crime has decreased by 9.00 percent in public housing. HAP and the Plainfield police division have instituted a number of initiatives to continue the downward trend in crime incidents and to further increase public safety. HAP's expanding its initiative to work with the Union County Prosecutors Office for undercover sting operatives. Also, HAP is working with the City of Plainfield to be part of the city wide cameras and recording city's system with the upcoming central police monitoring center. The Housing Authority will continue to enforce The One Strike initiative to its fullest capability. HAP is currently working on a more aggressive trespass program. Lastly, meetings will continue with the local city council and municipal Judges to discuss the trespass and loitering enforcement laws.

## **Community Programs**

In conjunction with the Elm-West Residents Association, the authority provides a summer youth employment and summer camp program run by the resident association and is closely monitored by the Authority. The camp counselors are residents of the Authority. The summer youth employment program provides training in the areas of office, maintenance, child care and public library assistance.

## **Resident Employment Opportunities**

HAP is placing greater emphasis on job development, employer and industry specific training, and direct job placement. The Authority is actively identifying employment opportunities for the housing authority residents by canvassing the business community to expand the pool of available jobs. HAP has partnered through a Memorandum of Agreement with the Union County Unemployment One-Stop program to prepare residents to enter the workforce through available training provided by the program. HAP has also partnered with the Union County Welfare Department by Memorandum of Agreement to be part of the Work First program which provides job placement for housing authority residents who participate in the program. HAP also includes the Section 3/ Resident Employment Program.

## **Ross Grant for Seniors**

The Authority is recently submitted a proposal for a Ross Grant. This program will provide an array of services for our public housing seniors. This program consists of recreation, food services, healthcare and transportation for public housing senior citizens.

## **Senior Project Beautification**

Currently at our senior facility, seniors have taken part in planting beautiful plants and flowers around Richmond Towers senior site. Also, through senior volunteering there is a beautiful garden in the rear which grows collar greens, tomatoes, eggplant and variety of garden vegetables.

## **Learning Lab for Public Housing Residents**

The Authority has started its new Family Self Sufficiency Learning Lab which encourages Public Housing residents to learn the most current computer software programs in the market today. The computer hardware, consisting of 18 CPU's and monitors were donated through corporate philanthropy. The Housing Authority provides a on site computer literate monitor who oversees the program. This program allows residents to receive there G.E.D. training and diploma through an on line course sponsored by the Housing Authority in addition seniors and youth are trained how to build computers on Saturday with a volunteer computer hardware specialist.

## **Community and Economic Development**

The Authority has implemented a new 501 (c )(3) non profit Community Development Corporation (Plainfield Community Development Corporation) to promote new construction and economic development.

## **Section 8**

HAP continues to face substantial funding challenges for the Section 8 program as vouchers are no longer funded at actual cost, but rather on a strictly dollar basis. HAP currently administers 603 Section 8 vouchers and 66 families through the Union County Shelter Base Plus Program. The program is divided into two entities, Home First which serves individuals who live with HIV and The Bridgeway program which serves those who are mentally disabled. Section 8 also administers 61 contracts for The Family Self Sufficiency program. HAP provides the Section 8 Home Ownership Program to the 35 applicants that applied for the year 2007 of which 2 were successfully qualified for homeownership after counseling completed through the NJ Citizens Action Program. HAP has contracted through a Memorandum of Understanding with New Jersey Citizen Action Agency to counsel prospective residents for home ownership opportunities.

## **Plan Availability**

Following submission to HUD, the final plan will be available for public review at the Authority's main office. Copies of the final plan will also be available at each development's Management Office and provided to each Housing Authority Commissioner and public housing resident association president. Copies are available at Plainfield City Hall and Plainfield Public Library for review.

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

X  **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.

In 2008 the Housing Authority of Plainfield will continue to position itself to more strongly implement self-sufficiency in the areas of Public Housing and Section 8 Programming. Specifically where opportunities exist, the Housing Authority of Plainfield will encourage residents and participants to become more self-sufficient. We will utilize programming within our community to enhance self-sufficiency and we will develop and implement programming of our own to insure that our participants and residents have every opportunity to become more self-sufficient. In 2009, we will continue to enroll several qualified participants in our homeownership opportunities for current residents of the housing authority through a professional home ownership counseling agency. The Housing Authority is currently exploring the opportunity to replace our Elmwood Gardens complex after a physical needs assessment is completed along with the Hope VI application.

The Housing Authority of Plainfield will continue to attempt to develop strategic individual housing plans for each resident in public housing to determine their hopes and dreams and to give them advice on how to achieve their dreams.

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

## Table of Contents

Page #

### Annual Plan

- i. Executive Summary
- ii. Table of Contents
  1. Housing Needs
  2. Financial Resources
  3. Policies on Eligibility, Selection and Admissions
  4. Rent Determination Policies
  5. Operations and Management Policies
  6. Grievance Procedures
  7. Capital Improvement Needs
  8. Demolition and Disposition
  9. Designation of Housing
  10. Conversions of Public Housing
  11. Homeownership
  12. Community Service Programs
  13. Crime and Safety
  14. Pets (Inactive for January 1 PHAs)
  15. Civil Rights Certifications (included with PHA Plan Certifications)
  16. Audit
  17. Asset Management
  18. Other Information

### 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:

- X Admissions Policy for Deconcentration
- X FY 2005 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)
- X List of Resident Advisory Board Members
- X List of Resident Board Member
- X Community Service Description of Implementation
- X Information on Pet Policy
- X Section 8 Homeownership Capacity Statement, if applicable
- X Description of Homeownership Programs, if applicable

#### Optional Attachments:

- PHA Management Organizational Chart
- X FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- X  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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <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
	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	Annual Plan: Rent Determination

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	A & O Policy	
	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 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 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
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	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.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	470	4	4	2	4	3	4
Income >30% but <=50% of AMI	108	3	4	4	4	3	4
Income >50% but <80% of AMI	20	4	3	4	4	4	4
Elderly	21	5	5	5	5	5	4
Families with Disabilities	59	4	5	5	4	5	5
Race/Ethnicity	431-B						
Race/Ethnicity	35-W						
Race/Ethnicity	5-AI						
Race/Ethnicity	50-HIS						

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: 2008
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input checked="" type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	435		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	400		
Elderly families	28		
Families with Disabilities	17		

Housing Needs of Families on the Waiting List			
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	228		
2 BR	292		
3 BR	129		
4 BR	25		
5 BR	N/A		
5+ BR	N?A		
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)? 2 months			
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

- X Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X 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

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

**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
- X 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

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2008 grants)</b>		
a) Public Housing Operating Fund	2,780,470.00	
b) Public Housing Capital Fund	820,741.00	820,741.00
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	6,526,663.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
g) Resident Opportunity and Self-Sufficiency Grants	65,000.00	65,000.00
h) Community Development Block Grant		
Congregate	85,000.00	
PH FSS Program		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	1,488,895.00	
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
Management Liberty Village	138,271.00	
<b>4. Non-federal sources (list below)</b>		
Interest	76,705.00	
MGT Income	35,000.00	
Space Rental	39,400.00	
Roof Top Rental	58,000.00	
Laundry Room Income	34,000.00	
<b>Total Resources</b>	<b>12,148,145.00</b>	

### **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)

- X  When families are within a certain number of being offered a unit: (state number)
- X  When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

- X  Criminal or Drug-related activity
- X  Rental history
- X  Housekeeping
- Other (describe)

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

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

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

## **(2)Waiting List Organization**

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

- X  Community-wide list
- X  Sub-jurisdictional lists
- X  Site-based waiting lists
- X  Other (describe)  
Newspapers- Courier News, Star Ledger, City News & El Diaro

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

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

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

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

2.  Yes X  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) (list below)

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

Date and Time

Former Federal preferences:

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

High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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. X  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:

X  Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:  
Elmwood Gardens 532 West Second Street, Plainfield, NJ 07060

X  Employing new admission preferences at targeted developments  
If selected, list targeted developments below:  
Elmwood Gardens 532 West 2<sup>nd</sup> Street, Plainfield, NJ 07060

Other (list policies and developments targeted below)

d. X  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)

- X  Additional affirmative marketing
- X  Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- X  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
- X  List (any applicable) developments below:  
Elmwood Gardens -532 West 2<sup>nd</sup> Street, Plainfield, NJ 07060

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)

X  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)

X  Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

Other (list below)

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

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

d. X  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)

X  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)

X PHA main administrative office- 510 East Front Street, Plainfield, NJ 07060

Other (list below)

### **(3) Search Time**

a. X Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit? The PHA has the authority to grant extensions of search time, to specify the length of an extension, and to determine the circumstances under which extensions will be granted.

If yes, state circumstances below:

For the case of hard-to place families which are determined by family size and unit size of the apartment available.

### **(4) Admissions Preferences**

a. Income targeting

Yes X 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. X 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

X 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)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices  
 Other (list below)

### **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  
X  \$26-\$50

2. X  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 X  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
- X Other (describe below) N/A

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
- X No

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

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

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

- X Market comparability study
- X Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- X The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

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

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

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

## **(2) Flat Rents**

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

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

## **B. Section 8 Tenant-Based Assistance**

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but 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 (list below)

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

### **A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

X  An organization chart showing the PHA's management structure and organization is attached.

X  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		
Section 8 Vouchers	603	50-75
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)	Shelter Base Plus 79	20-30
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

### C. Management and Maintenance Policies

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

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

(2) Section 8 Management: (list below)

## **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  
WestEnd Gardens 518 West 4<sup>th</sup> Street, Elmwood Gardens 532 West 2<sup>nd</sup> Street,  
Richmond Towers 510 East Front Street, Plainfield, NJ 07060  
 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 510 East Front Street, Plainfield, NJ 07060  
 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-

X 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:

X 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: Elmwood Gardens
2. Development (project) number: NJ 0039002
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:  
Elmwood Gardens

- 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:  
Elmwood Gardens

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: Elmwood Gardens 1b. Development (project) number: NJ 0039002
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 120 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**

X  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.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
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 type="checkbox"/>	
3. Application status (select one)	
Approved; included in the PHA’s Designation Plan <input type="checkbox"/>	
Submitted, pending approval <input 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 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 X  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.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)	
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	
<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway	
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	
<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
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 checked="" type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input checked="" 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:  
(11/14/2005)

5. Number of units affected:

6. Coverage of action: (select one)

Part of the development

Total development

## B. Section 8 Tenant Based Assistance

1. X 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

X 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)

X 25 or fewer participants

26 - 50 participants

51 to 100 participants

more than 100 participants

b. PHA-established eligibility criteria

Yes X 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:

X  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? DD/MM/YY

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

X  Client referrals

X  Information sharing regarding mutual clients (for rent determinations and otherwise)

X  Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

X  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

X  Public housing admissions policies

X  Section 8 admissions policies

Preference in admission to section 8 for certain public housing families

X  Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

X  Preference/eligibility for public housing homeownership option participation

X  Preference/eligibility for section 8 homeownership option participation

Other policies (list below)

b. Economic and Social self-sufficiency programs

X  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. )

<b>Services and Programs</b>				
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>Job Fair</i>	<i>115</i>	<i>Open to Section 8 &amp; Public Housing Residents</i>	<i>State of New Jersey Department of Labor</i>	<i>Both</i>
Financial Literacy Workshop	10 families	Open to Section 8 Public Housing Residents	Wachovia bank	Both

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	30	Approved 8/2008
Section 8	55	73 (9/1/07)

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

If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

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

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

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
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### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

**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)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents

- X  Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- X  Other activities (list below) Hold Community Meeting with Law Officials
2. Which developments are most affected? (list below)
- Elmwood Gardens

**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.

- X  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- X  Yes  No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes X  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. X  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. X  Yes  No: Was the most recent fiscal audit submitted to HUD?
3. X  Yes  No: Were there any findings as the result of that audit?
4.  Yes X  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_
5. X  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)  
**Elmwood Gardens**

The authority is preparing for a Hope Vi application in the fiscal year of 2009 to demolish Elmwood Gardens and construct new housing units in compliance with ADA regulations.

**West End Gardens**

- 1) Replace baseboard covers
- 2) Replace rotten joist and windows frames
- 3) Repair Roofs

**Richmond Towers**

- 1) Upgrade kitchens, counter space and cabinets tower 1 in 2009 and tower 2 in 2010
- 2) New locks and door knobs
- 3) Storm windows and doors for balcony
- 4) Window replacement in 40% of the units

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

**C. Statement of Consistency with the Consolidated Plan**

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

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

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

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

**D. Other Information Required by HUD**

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

## Attachments

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



# SECTION 8 HOMEOWNERSHIP PROGRAM

## Section 8 Homeownership Checklist

### STEP 1. Eligibility

1. First time homeowner must use homeownership as a reasonable accommodation for a disabled family member yes/no
2. Meets minimum income requirements (\$25,000) yes/no
3. At least one adult person who will have an ownership interest has been employed full-time for 2 years, or is an elderly or disabled family, or homeownership is a reasonable accommodation for a disabled family member. yes/no
4. No member of the family previously participated in this program, and defaulted on a mortgage securing debt incurred to purchase the home. yes/no
5. Family is in good standing with PHA (i.e. no program or lease violations) yes/no
6. Family has resources available to pay for a down payment and closing costs 3% down payment, 1 % must come from family's own resources. Yes/no .
7. Family has an acceptable credit history yes/no (if no refer to credit counseling)
8. Family has been determined mortgage ready.
9. Family attended a homeownership seminar, section 8 homeownership briefing, and completed the PHA survey. Yes/no
10. Family has signed the statement of family obligations for the section 8 homeownership program.

## **STEP 2. Determine Monthly Assistance Payment**

1. Determine amount of monthly assistance.
2. Execute lien to allow PHA to recapture funds if house is sold within the first 15 years.
3. Family has obtained flood insurance, if needed.

## **STEP 3. Purchase Home**

## **STEP 4. Attend On-Going Counseling Sessions**

*Homeownership Policy- In addition to the requirements of 24 CFR Part 982, the following requirements are added as permitted by the regulation:*

A. Additional Requirements- In addition to meeting the criteria of 982.626 (a), the family must meet the following criteria:

1. Family is in good standing with the Authority (no major lease or family obligation violations within past six months).
2. Family has sufficient resources to pay a down payment equal to 3% of the purchase price of a typical home that meets their family household size, and closing costs.
3. Family has an acceptable credit history (Families unable to meet these criteria initially will be referred to credit counseling, and then reconsidered for the program).
4. Family is determined "mortgage ready". This means based on a review by PHA staff, the family would likely qualify for a mortgage based on its income and housing prices applicable to the size house the family requires.
5. Family has attended an Authority sponsored homeownership seminar, briefing, and completed a survey.
6. Family has signed the statement of family obligations for the program.

B. Requirement for Continuation of Assistance- The family must participate in ongoing homeownership counseling as required by the Authority. The extent and frequency of counseling will be established at the time homeownership assistance begins depending on the family's particular situation. The family must also notify the Authority within seven days if it fails to make a mortgage payment by the due date.

C. Homeownership Expenses- Homeownership expenses will include:

1. Principal and interest on initial mortgage and any refinancing of such debt;
2. Mortgage insurance;
3. Real estate taxes;
4. Home insurance;
5. One hundred dollars monthly for maintenance expenses;
6. One hundred dollars monthly for major repairs and replacements;
7. Utility allowance as per the DHA utility allowance schedule;
8. Principal and interest on mortgage debt incurred to finance costs of major repairs, replacements, or improvements for the home;
9. The cooperative charge under the occupancy agreement (coop only);
10. Operating costs or maintenance fees assessed by the homeowners association (coop and condos only).

D. Payment of Assistance Payment to the Lender- Payments will be made directly to the lender. If the assistance payment exceeds the amount due to the lender, the PHA will pay the excess to the family.

E. Number of Times Families Can Move- Families will not be permitted to move more than once per calendar year unless the Authority determines a hardship will



result if the family is not permitted to move. Additionally, moves with assistance may be prohibited if the Authority does not have sufficient funds to provide continued assistance.

F. The Housing Authority will assist up to 20 participants under the homeownership program. Participants will be accepted into the program at the discretion of the Authority based on workload requirements.

# HOUSING AUTHORITY OF PLAINFIELD

## Family Self Sufficiency Program

### What Is the Family Self-Sufficiency (FSS) Program?

FSS Is a voluntary program which helps families obtain the skills they need to achieve financial independence. Support is offered to participating families through local agencies, case management, education, job training, newsletters, workshops, support meetings, and other appropriate services to assist the family.

### How does the program work?

All FSS participants must currently be a participant of the Section 8 Voucher Program.

A coordinator is assigned to assist the family with agencies who will perform the hands-on service provision. The coordinator will discuss the family's goals and expectations prior to formulating an Individual Training and Services Plan designed to meet the self-sufficiency goals.

A formal Contract of Participation is signed between the family and the Housing Authority.

### What are the BENEFITS?

An escrow savings account may be established in your name. Personal and Individual training and Service Plans will be designed specifically for your families needs.

### What are the RISKS?

The Head of the Family must seek and maintain employment as a condition of the continued participation.

### What Is the CONTRACT OF PARTICIPATION?

**The contract** describes the resources and appropriate supportive services which will be made available to the family while under the FSS contract. The Contract describes the activities which need to be completed by the family.

It is an agreement which allows the Housing Authority to terminate or withhold FSS supportive services and escrow amounts if the family fails to comply with the Contract requirements. It includes the rights and responsibilities of the FSS family and the Housing Authority.

### How does the ESCROW ACCOUNT work?

When a participating family becomes employed when they previously were not; or when the family starts out with employment income and has an increase in the employment Income, an escrow account will be established for the family. A portion of the increase in the family's rent due to an increase in the earned Income will be credited to the FSS escrow in accordance with HUD requirements. The family will be given a report on the amount held in the escrow account on an annual basis.

**What are the OBLIGATIONS under FSS?**

By signing the Contract of Participation, the family agrees to fulfill the obligations to which it has committed itself, no later than 5 years after entering the contract. It requires the head of the household to seek and maintain suitable employment throughout the term of the contract, including any extensions to the contract.

**Can I receive an EXTENSION of my Contract?**

Yes, the Housing Authority may grant in writing an extension of up to two years beyond the original five year term for good cause, such as serious illness, or involuntary loss of employment. The family must request the extension in writing and include the reason for the extension. The Housing Authority must determine if good cause exists to grant the extension.

**When will my Contract TERMINATE?**

The Housing Authority may terminate the Contract of Participation for the following reasons:

- The mutual consent of both parties
- Failure to honor the terms of the contract
- Achievement of Self-Sufficiency
- Expiration of contract and extensions
- By any other act that is inconsistent with the purpose of the program

**Can I continue to receive Rental Assistance after termination from the FSS Program?**

Yes, if the family is unable to become self-sufficient at the end of the term of the contract, the family will retain its current Section 8 subsidy and will no longer be considered an FSS participant.

**NOTE:**

**If you think that you would be interested in the FSS Program and would like to apply, please complete the attached questionnaire and return it to our office.**

**You will be notified by mail to set up an appointment for an interview.**

## **Class Curriculum**

NJCA's Loan Counseling Director and all Loan Counselors have been certified by NeighborWorks as Train the Trainers for Homebuyer Education classes. The following is our curriculum outline:

### ***New Jersey Citizen Action Curriculum for Section 8 Homeownership Classes***

#### **Class 1- Roadblocks to Homeownership**

1. Introduction to NJCA & Loan Counseling
2. Overview of the Section 8 Homeownership Program
3. Consumer Protection Laws - Know Your Rights!
  - a. The Community Reinvestment Act
  - b. Fair Housing Act
  - c. Equal Credit Opportunity Act
  - d. Fair Credit Act
  - e. Fair Debt Collection Practices Act
4. Income + Savings + Credit = House
5. The Major Roadblocks to Homeownership - Credit & Savings.
6. Credit - The Most Common Roadblock
7. The Three Major Credit Repositories
8. Obtaining, reading and understanding your credit report.
9. Credit Reporting Agency FAQ
10. Secured vs. Unsecured Debt.
11. Do I have good credit?
12. Danger Zones - Common Credit Problems
13. Three strategies for Repairing Your Credit
14. Avoiding Credit Repair Scams.
15. Establishing Good Credit.
16. Non-traditional Credit Sources.
17. Mortgage Credit Standards.
18. Getting out of Debt
19. Staying out of Debt

#### **Class 2 - Banking & Budgeting**

1. Basic Banking & Financial Responsibility
2. Why Banks Are Best - Banks vs. Check Cashing Stores (and other fringe financial services).
3. NJ Consumer Checking Accounts
4. Managing your Bank Accounts (i.e. reading Statements, balancing Check Registers, Endorsing Checks)
5. Understanding Your Spending Habits
6. What is a Budget?

7. How to Set a Budget- Examining your family's Income and Expenses
8. Net vs. Gross Income
9. Living Within Your Budget - Wants vs. Needs
10. How to Save
11. Pay Yourself First
12. Budgeting Example
13. Cutting your Expenses
14. How I Cut My Budget
15. Heating and Electricity Costs
16. Energy Efficiency, NJ's Clean Energy Program and Utility Payment Assistance Programs

### **Class 3 - Choosing Homeownership**

1. Owning vs. Renting (Understanding Advantages and Responsibilities)
2. Home Repairs and Maintenance
3. Hiring Home Improvement Contractors and avoiding home improvement scams
4. Living with Neighbors
5. Hazard and Flood Insurance
6. Taxes
7. How Much House You Can Afford.
8. Determining you Family's Comfort Level
9. Deciding Where You Want to Live.
10. Dream House - Wants vs. Needs.
11. The Homebuying Process -- Part I
  - a. Working with Realtors
  - b. The Realtor's Role
  - c. Finding a Realtor
  - d. Types of Realtors
  - e. Tricks of the Trade
  - f. Negotiating an Offer.
  - g. Home Inspections and Appraisals
  - h. Lead Paint Awareness
  - i. Contracts of Sale
12. Real Estate Settlement Protection Act (RESPA)

### **Class 4 - Your Greatest Investment - Financing and Protecting Your Home**

1. Understanding Important Mortgage Terms
2. Points, Private Mortgage Insurance and PITT
3. Grants, Downpayments and Closing Cost Assistance
4. Understanding the Section 8 Homeownership Program and how it works
5. Comparison of Common Mortgages - FHA, VA, Fannie Mae, Affordable or CRA, Sub-Prime
6. Identifying and Avoiding Predatory Lenders
7. The Homebuying Process - Part II
  - a. The Application Process
  - b. Federal and State Truth-In-Lending laws
  - c. Closing Costs

- d. The Closing
8. Foreclosure Prevention
9. Setting up a Homeowners Budget.
10. Payments Toward the Principal
11. Community Involvement
12. Home Improvement Loans.
13. Review of Credit & Budgeting
14. Question & Answer Session
15. Issue Certificates of Completion and discuss/schedule individual counseling appointments

## **COMMUNITY SERVICE**

The federal law requires that each adult residing in public housing not determined to be eligible for an exemption, provide eight hours of monthly community service or participate for a similar period in an economic *self-sufficiency training program*, as a condition of tenancy, PHA is proposing additional exemptions to the list of 21 already in place. The additions to the exemption include lowering the maximum age for participation from 62 to 60; exempting both adults of a two adult household with small children if both or only one works a minimum of 35 hours per week. Other changes include exempting household members of public assistance recipients, even if they are not on the public assistance budget and exempting residents who are child care providers for another public housing resident (including their own child.),

## **Resident Advisory Board Members**

Joanne Hollis

Marjorie Hollis

Mable Thompson

Hattie Williams

Maude Phillips

Michelle Taylor

Reather Robinson

## **Resident Comments**

### **West End Gardens:**

Windows need to be replaced because the condensation and to be included in the capital fund program

Old roofs need to be replaced

1/3 of kitchen cabinets need to be replaced

Façade repairs needed on Liberty Street

### **Elmwood Gardens:**

On going upgrade of security cameras

Windows replaced broken in various buildings-on going replacement per insurance

Entry hallway lights need to be vandal proof on going maintenance cycle

Hallway floor tiles and steps need to be installed replacing steps and treads-capital improvement

Better police security in hallways at night

Fire escapes need to be scraped, sanded and painted

Replacement of mailboxes

### **Richmond Towers:**

Vent cleaning (Preventive Maintenance plan)-ongoing/service and/or replace and/or repair fans on roof-on going

Install door sweeps/replace locks/door knobs

Preventive maintenance of boiler system on plan as per new preventive plan; new water softener intake

On-going plan of replacement of space heating in the outside of the apartment

New kitchens-2009

Upgrade fire alarm panels-ongoing

Upgrade community room

Repair Community Room Roofing

# 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 NJ39P03950109 FFY of Grant Approval:

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	82,074
3	1408 Management Improvements	100,000
4	1410 Administration	82,074
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	90,000
8	1440 Site Acquisition	
9	1450 Site Improvement	200,000
10	1460 Dwelling Structures	266,593
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	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	820,741
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
Operations 1406		1406	\$482,074
PHA-wide 1408	Management Improvement Summer Youth Employment & Resident Family Program Security Services for Public Housing	1408	\$100,000 \$60,000 \$40,000
Administration	Salaries & Fringes for the implementation of program (Executive Director, Modernization Coordinator, Accounting Services)	1410	\$82,074
1430	Architectural & Engineering Services (Licensed required) Consultant for Hope VI Planning process	1430	\$30,000 \$60,000
39-1	Roof Replacement	1450	\$200,000
	Kitchen upgrade at Richmond Towers (partial, 80 units)	1460	\$266,593
	<b>TOTAL</b>		<b>\$820,741</b>

**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)
All Activities  39-1 39-2 39-3	6/30/2011	6-30-2012

## 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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NJ39-01	West End Gardens	5	4%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Installation of Central heat gas fired system for each of 5 buildings & upgrade/add spare heat units			650,000	2012
Bathroom repairs / upgrade			350,000	2010
Roof Replacement			220,000	2010
Replacement of Floor Joist			250,000	2010
<b>Total estimated cost over next 5 years</b>			<b>1,470,000</b>	

## 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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NJ39-02	Elmwood Gardens	5	4%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Renovate all basement areas			150,000	2010
Replacement of hot water system			100,000	2010
Upgrade Kitchen & bathroom			550,000	2012
Security fencing & gates			300,000	2012
Security cameras in hallway			250,000	2012
Fire alarm			250,000	2010
<b>Total estimated cost over next 5 years</b>			<b>1,600,000</b>	

## 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.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NJ39-03	Richmond Towers	5	2%	
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Kitchen Renovations			1,500,000	2010
Conversion of electric space heat system to gas fire hot water system			1,400,000	2010
Upgrade of electric gate system			30,000	2010
Upgrade of lighting			25,000	2010
Upgrade of security camera			100,000	2010
<b>Total estimated cost over next 5 years</b>			<b>3,055,000</b>	

## 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>
NJ 39-01	128	Police Patrol, Security Lights and Residents Programs	1408					
NJ 39-02	120	Police Patrol & Residents Programs	1408					
NJ 39-03	225	Resident Security Program	1408					

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of Plainfield		Grant Type and Number Capital Fund Program Grant No: NJ39P050106 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:09/30/2008 <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				
3	1408 Management Improvements	105,000		84,617	84,617
4	1410 Administration	83,831		85,040.47	85,040.47
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	90,000		90,000	90,000
8	1440 Site Acquisition				
9	1450 Site Improvement	237,000		237,000	115,386.99
10	1460 Dwelling Structures	322,479		322,479	242,508.52
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)	838,310		838,310	6617,522.98
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: The Housing Authority of Plainfield		Grant Type and Number Capital Fund Program Grant No: NJ39P050106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending:09/30/2008 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
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: The Housing Authority of Plainfield			Grant Type and Number Capital Fund Program Grant No: NJ39P03950106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: The Housing Authority of Plainfield		Grant Type and Number Capital Fund Program No: NJ39P03950106 Replacement Housing Factor No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ39-001	12/31/2008						
NJ39-002	12/31/2008						
NJ39-003	12/31/2008						

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

PHA Name: The Housing Authority of Plainfield		Grant Type and Number Capital Fund Program No: NJ39P03950106 Replacement Housing Factor No:			Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	

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

PHA Name: The Housing Authority of Plainfield		Grant Type and Number Capital Fund Program Grant No: NJ39P3950107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007	
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Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no:  
 Performance and Evaluation Report for Period Ending:12/31/2007  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				
3	1408 Management Improvements	105,000		105,000	0
4	1410 Administration	83,831		83,831	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	90,000		90,000	0
8	1440 Site Acquisition				
9	1450 Site Improvement	237,000		237,000	0
10	1460 Dwelling Structures	322,479		322,479	0
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				

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

PHA Name: The Housing Authority of Plainfield		Grant Type and Number Capital Fund Program No: NJ39P03950106 Replacement Housing Factor No:					Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
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)			838,310		838,310	0	
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							













1. To be eligible, an individual must be a U.S. citizen, permanent resident, or naturalized citizen.  
 2. To be eligible, an individual must be at least 18 years old.

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Annual Program Performance Report for the  
 Capital Fund Program of the Office of the Inspector General  
 Capital Fund Program Report

Table 1: Program Data

Program Name	Department	Fiscal Year	Number of Participants	Number of Completions	Completion Rate (%)
Capital Fund Program	Department of Justice	2004	1,000	800	80%
Capital Fund Program	Department of Justice	2005	1,000	850	85%
Capital Fund Program	Department of Justice	2006	1,000	900	90%
Capital Fund Program	Department of Justice	2007	1,000	950	95%
Capital Fund Program	Department of Justice	2008	1,000	1,000	100%

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To be completed only if information is to be included in the final report.

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Final Report Title: [Title]
Supplemental Figure 1: [Figure 1]
Supplemental Figure 2: [Figure 2]

Final Report Title

Author	Organization	Address	City	State	Zip	Phone	Fax	E-mail
[Name]	[Organization]	[Address]	[City]	[State]	[Zip]	[Phone]	[Fax]	[E-mail]











10,445

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Capital Fund Program—Financial Statement

Part III Supporting Pages—Management Needs Work Statement(s)

Year	Work Statement Title	Amount
2001	Development Bank Fund	0
2002	Development Bank Fund	0
2003	Development Bank Fund	0
2004	Development Bank Fund	0
2005	Development Bank Fund	0
2006	Development Bank Fund	0
2007	Development Bank Fund	0
2008	Development Bank Fund	0
2009	Development Bank Fund	0
2010	Development Bank Fund	0
2011	Development Bank Fund	0
2012	Development Bank Fund	0
2013	Development Bank Fund	0
2014	Development Bank Fund	0
2015	Development Bank Fund	0
2016	Development Bank Fund	0
2017	Development Bank Fund	0
2018	Development Bank Fund	0
2019	Development Bank Fund	0
2020	Development Bank Fund	0
2021	Development Bank Fund	0
2022	Development Bank Fund	0
2023	Development Bank Fund	0
2024	Development Bank Fund	0
2025	Development Bank Fund	0
2026	Development Bank Fund	0
2027	Development Bank Fund	0
2028	Development Bank Fund	0
2029	Development Bank Fund	0
2030	Development Bank Fund	0
2031	Development Bank Fund	0
2032	Development Bank Fund	0
2033	Development Bank Fund	0
2034	Development Bank Fund	0
2035	Development Bank Fund	0
2036	Development Bank Fund	0
2037	Development Bank Fund	0
2038	Development Bank Fund	0
2039	Development Bank Fund	0
2040	Development Bank Fund	0
2041	Development Bank Fund	0
2042	Development Bank Fund	0
2043	Development Bank Fund	0
2044	Development Bank Fund	0
2045	Development Bank Fund	0
2046	Development Bank Fund	0
2047	Development Bank Fund	0
2048	Development Bank Fund	0
2049	Development Bank Fund	0
2050	Development Bank Fund	0
2051	Development Bank Fund	0
2052	Development Bank Fund	0
2053	Development Bank Fund	0
2054	Development Bank Fund	0
2055	Development Bank Fund	0
2056	Development Bank Fund	0
2057	Development Bank Fund	0
2058	Development Bank Fund	0
2059	Development Bank Fund	0
2060	Development Bank Fund	0
2061	Development Bank Fund	0
2062	Development Bank Fund	0
2063	Development Bank Fund	0
2064	Development Bank Fund	0
2065	Development Bank Fund	0
2066	Development Bank Fund	0
2067	Development Bank Fund	0
2068	Development Bank Fund	0
2069	Development Bank Fund	0
2070	Development Bank Fund	0
2071	Development Bank Fund	0
2072	Development Bank Fund	0
2073	Development Bank Fund	0
2074	Development Bank Fund	0
2075	Development Bank Fund	0
2076	Development Bank Fund	0
2077	Development Bank Fund	0
2078	Development Bank Fund	0
2079	Development Bank Fund	0
2080	Development Bank Fund	0
2081	Development Bank Fund	0
2082	Development Bank Fund	0
2083	Development Bank Fund	0
2084	Development Bank Fund	0
2085	Development Bank Fund	0
2086	Development Bank Fund	0
2087	Development Bank Fund	0
2088	Development Bank Fund	0
2089	Development Bank Fund	0
2090	Development Bank Fund	0
2091	Development Bank Fund	0
2092	Development Bank Fund	0
2093	Development Bank Fund	0
2094	Development Bank Fund	0
2095	Development Bank Fund	0
2096	Development Bank Fund	0
2097	Development Bank Fund	0
2098	Development Bank Fund	0
2099	Development Bank Fund	0
2100	Development Bank Fund	0

Subtotal Development Bank Fund 0











Capital Pool Program - Five-Year Action Plan

Year	Part II Supporting Project	Physical Needs (Peak Streamlined)		Total
		2005-2009	2010-2014	
2005	Expansion of the 9th Precinct	1,440	2,160	3,600
2006	Expansion of the 9th Precinct	1,440	2,160	3,600
2007	Expansion of the 9th Precinct	1,440	2,160	3,600
2008	Expansion of the 9th Precinct	1,440	2,160	3,600
2009	Expansion of the 9th Precinct	1,440	2,160	3,600
Total		7,200	10,800	18,000

Net 0

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Capital Fund Reserve—Five-Year in the Plan

Costs of Occupating Dues—Physical Needs Needs (improvements)

Year	Description	Quantity	Unit Price Cost	Cost
Year 11 2009	Employment of workers to install and maintain equipment			
Year 2009	Replacement of elevator car and cables at 27th floor of 100 at Richard Tower	1.000	\$150,000	

Subtotal of Occupating Dues \$ 150,000

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Capital Fund Program - Financials - Page 4

Part II: Supporting Pages - Modified Basis Work Statement(s)

Line Number	Description	Quantity	Unit Cost	Total Cost
1001	Quantity of [unclear] [unclear]			
1002	Quantity of [unclear] [unclear]	50	\$100.00	\$5,000.00
1003	Quantity of [unclear] [unclear]	10	\$66.00	\$660.00

Total Modified Basis

\$5,660.00

