

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 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: Lakewood Housing Authority

PHA Number: NJ054

PHA Fiscal Year Beginning: 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:

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)

NAACP, c/o LAKEWOOD COMMUNITY CENTER, 20 4TH ST., LAKEWOOD, NJ
PUERTO RICAN ACTION BOARD, 111 CLIFTON AVE, #14, LAKEWOOD, NJ
BMG, 617 6TH STREET, LAKEWOOD, NJ

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

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

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

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

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

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

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

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

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

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2009
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The Lakewood Housing Authority operates 4 Public Housing developments consisting of 268 units. These developments include: JFK Apartments, John J. Currey Apartments, Peter Ward Towers and Lulu Duffy Cottages.

The Authority also administers the Section 8 Housing Choice Voucher Program consisting of 831 Vouchers. The Authority currently has 597 applicants on the Public Housing Waiting List and 387 applicants on the Section 8 Waiting List.

The U.S. Department of Housing & Urban Development (HUD) provides the Authority with subsidies to support these programs. For Public Housing the Authority annually receives approximately \$1,152,600 in Operating Subsidy and \$335,600 in Capital Fund Grant. For the Section 8 Program the Authority annually receives approximately \$10,960,000 for payments to landlords and program administration.

The Authority is committed to administering these programs in accordance with Fair Housing and Equal Opportunity goals and requirements.

The Authority's Admission and Occupancy Policy and its Section 8 Administrative Plan are available for public review and comment.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (ATTACHMENT A)
- FY 2009 Capital Fund Program Annual Statement (nj054av01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members (ATTACHMENT C)
- List of Resident Board Member (ATTACHMENT D)
- Community Service Description of Implementation (ATTACHMENT B)
- Information on Pet Policy (ATTACHMENT H)
- Section 8 Homeownership Capacity Statement (ATTACHMENT E)
- Description of Homeownership Programs, if applicable (ATTACHMENT G)

Optional Attachments:

- PHA Management Organizational Chart
- FY 2009 Capital Fund Program 5 Year Action Plan (nj054av01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (ATTACHMENT F)
- Other (List below, providing each attachment name)
 - Lakewood Housing Authority Board Members (ATTACHMENT D)
 - Lakewood Housing Authority Violence Against Women Act Policy (ATTACHMENT I)

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
YES	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
YES	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
YES	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
YES	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
YES	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
YES	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
YES	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
YES	Schedule of flat rents offered at each public housing development <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
YES	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
YES	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
YES	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
YES	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
YES	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
YES	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
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
YES	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
YES	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
YES	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application	Annual Plan: Safety and Crime Prevention

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	(PHDEP Plan)	
YES	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,825	5	4	3	1	2	3
Income >30% but <=50% of AMI	1,488	5	4	3	1	2	3
Income >50% but <80% of AMI	1,265	5	4	3	1	2	3
Elderly	1,309	5	3	2	4	2	2
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

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 – OCEAN COUNTY
Indicate year: 2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
The Needs Ratings listed above are estimates of housing authority staff based upon prior experience.

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	597		20
Extremely low income <=30% AMI	526	88%	
Very low income (>30% but <=50% AMI)	65	11%	
Low income (>50% but <80% AMI)	6	1%	
Families with children	379	64%	
Elderly families	90	15%	
Families with Disabilities	128	21%	
White	360	60%	
Black	209	35%	
Other	28	5%	
Hispanic	185	31%	
Non-Hispanic	412	69%	

Housing Needs of Families on the Waiting List

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Characteristics by Bedroom Size (Public Housing Only)			
0 + 1BR	209	35%	
2 BR	258	43%	
3 BR	116	20%	
4 BR	14	2%	
5 BR	0	0%	
5+ BR	0	0%	

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

If yes:

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

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	387		63
Extremely low income <=30% AMI	361	93%	
Very low income (>30% but <=50% AMI)	26	7%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	367	95%	
Elderly families	12	3%	
Families with Disabilities	8	2%	
Other	0	0%	
White	323	83%	
Black	54	14%	
Other	10	3%	
Hispanic	28	7%	
Non-Hispanic	359	93%	

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

If yes:

How long has it been closed (# of months)? 67 months

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

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

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below) Received land from Township in order to build affordable housing through the Lakewood Affordable Housing Corporation (non-profit).

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

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below) Housing Authority intends to meet 30% of AMI requirements for public housing and the 75% targeting for Section 8.

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

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2009 grants)		
a) Public Housing Operating Fund	\$ 1,152,000	
b) Public Housing Capital Fund	\$ 335,600	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$10,960,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income	\$ 937,100	Public Housing Operations
4. Other income (list below) Interest, excess utilities, fraud, misc.	\$ 376,500	Public Housing/Section 8 Operations
4. Non-federal sources (list below)		
Total resources	\$13,761,200	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
 When families are within a certain time of being offered a unit: (2 months)
 Other: (describe)

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

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

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

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

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

(2)Waiting List Organization

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year?
2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - One
 - Two
 - Three or More
- b. Yes No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

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

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

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

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

3 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 Residents who live and/or work in the jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 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. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

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

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

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

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

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

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

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

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

Other (list below) Credit History

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

(2) Waiting List Organization

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

(3) Search Time

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

If yes, state circumstances below:

The initial term of the Voucher shall be 60 days. If during the initial term of the Voucher the Voucher holder provides evidence in writing of hospitalization or other similar medical confinement and/or medical condition that prevents them from seeking such living accommodations within the 60 day period an extension may be granted on a day for day basis. In addition, extensions may be granted to Mainsteam HCV holders for a maximum of three (3) 30 day extensions.

(4) Admissions Preferences

- a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - Public Housing Residents who are victims of documented on site safety issues involving other PH residents.
 - Public Housing Residents who are over-housed
 - Elderly/Disabled Public Housing residents who receive permanent custody of minor children.
 - Date and Time
 - Tiered Asset Levels

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.

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
- 2 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
 - 1 Public Housing Residents who are victims of documented on site safety issues involving other PH residents.
 - 1 Public Housing Residents who are over-housed
 - 1 Elderly/Disabled Public Housing residents who receive permanent custody of minor children.
 - 3 Date & Time
 - 4 Tiered Asset Levels

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (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
- \$26-\$50

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) _____
- Other (list below)

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)
75% of FMR's

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)

Payment Standards effective January 1, 2009

<u>0br</u>	<u>1br</u>	<u>2br</u>	<u>3br</u>	<u>4br</u>	<u>5br</u>	<u>6br</u>	<u>7br</u>	<u>8br</u>	<u>9br</u>	<u>10br</u>
850	982	1200	1564	1697	1951	2206	2461	2715	2970	3323

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)
1. Family lost eligibility or awaiting eligibility determination for a federal, state or local assistance program
 2. Family would be evicted as a result of the implementation of the minimum rent.
 3. Decrease in income due to change in circumstances, including loss of employment
 4. Death in family
 5. Other circumstances based on case by case basis

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

8 Section 8 Caseworkers

1 Full-time Family Unification Specialist

2 Full-time Caseworker Specialists

1 Full-time Homeownership/FSS Coordinator

2 Full-time Caseworkers

2 Part-time Caseworkers

2 Part-time Quality Control Specialists

1 Full-time Housing Quality Standards Inspector

1 Full-time Section 8 Coordinator

1 Full-time Public Housing Coordinator

1 Full-time Bookkeeper

4 Full-time Maintenance Repairers

1 Temporary Laborer as Needed

1 Full-time Maintenance Manager

1 Full-time Assistant Executive Director

1 Full-time Executive Director

Board of Commissioners

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	268	13%
Section 8 Vouchers	763	7%
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Mainstream	68	2%
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)
 - Admissions and Occupancy Policy
 - Procurement Policy
 - Disposition Policy
 - Capitalization Policy
 - Personnel/Travel Policy
 - Investment and Cash Management Policy
 - Pet Policy
 - Community Service Policy
 - Violence Against Women Act Policy
- (2) Section 8 Management: (list below)
 - Administrative Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) nj054av01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name nj054av01)

-or-

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

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description

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

2. Activity Description

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

Conversion of Public Housing Activity Description

1a. Development name:

1b. Development (project) number:

2. What is the status of the required assessment?

- Assessment underway
- Assessment results submitted to HUD
- Assessment results approved by HUD (if marked, proceed to next question)
- Other (explain below)

3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)

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

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

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 06/23/2004

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2008 Estimate)	Actual Number of Participants (As of: 10/01/2008)
Public Housing	N/A	N/A
Section 8	42	41

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)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

- NJ054/001 John J. Kennedy Apts.
- NJ054/002 Peter Ward Towers

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

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

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

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

- NJ054/002 Peter Ward Towers

C. Coordination between PHA and the police

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

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

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

- NJ054/001 JFK Apartments
- NJ054/002 Peter Ward Towers

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 Not applicable
 Private management
 Development-based accounting
 Comprehensive stock assessment
 Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations Meeting 09/18/2008

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) Attachment F
 Provided below:

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

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

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

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

3. Description of Resident Election Process

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

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

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

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

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

D. Other Information Required by HUD

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

* Attachment A

ADMISSION POLICY FOR DECONCENTRATION

The Lakewood Housing Authority operates one public housing development occupied by families. The John F. Kennedy Apartments consists of 62 units.

The income distribution for JFK is as follows:

<u>INCOME</u>	<u>FAMILIES</u>
0 – 4,999	1
5,000 – 9,999	6
10,000 – 14,999	2
15,000 – 19,999	7
20,000 – 24,999	5
25,000 +	16

Currently there are a total of 37 working families.

The Authority's Admission Policy provides a selection preference for residents of Lakewood and those who work in Lakewood. In addition the Authority will admit at least 40% of new residents who are at or below 30% of the median income.

At this time the JFK Apartments does not have a concentration of poverty, which would need to be addressed.

The Authority will periodically examine the income distribution of residents to prevent a concentration of poverty at the JFK Apartments.

ATTACHMENT B

Description of the Implementation of the Community Service and Self-Sufficiency Requirements (CSSR)

The U.S. Department of Housing and Urban Development (HUD) requires that you be notified of the reinstatement of the federal regulation which requires all non-exempt adult (18 years or older) household members to perform eight (8) hours of community service each month. Failure to comply with this regulation can lead to eviction of the entire household.

The community service requirement applies to all adult residents (18 years or older) in public housing except for those exempted under Section 12 (c) of the Act.

Residents exempt from the community service requirement are those:

- Age 62 years or older.
- Blind or disabled (as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 415 (i)(1); 138c) and who certify that because of this disability they are unable to comply with the service provisions; or primary caretakers of such individuals.
- Engaged for a minimum of thirty (30) hours per week in work activities as defined in section 407 (d) of the Social Security Act (42 U.S.C. 607 (d)), specified below:
 1. Unsubsidized employment;
 2. Subsidized private-sector employment;
 3. Subsidized public-sector employment;
 4. Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private sector employment is not available;
 5. On-the-job training;
 6. Job-search and job-readiness assistance;
 7. Community service programs;
 8. Vocational educational training (not to exceed 12 months with respect to any individual);
 9. Job-skills training directly related to employment;
 10. Education directly related to employment in the case of a recipient t who has not received a high school diploma or a certificate of high school equivalency;
 11. Satisfactory attendance at secondary school or in a course of study leading to a certificate f general equivalence, in the case or a recipient who has not completed secondary school or received such a certificate; and
 12. The provision of childcare services to an individual who is participating in a community service program.
- Meet the requirements for being exempt from having to engage in a work activity under the State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et. Seq.) or under any other welfare program of the State in

which the PHA is located, including a State administered welfare-to-work program.

- If a member of a family receiving TANF assistance, benefits, or service under the State program funded under Part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.); or under any other welfare program of the State in which the PHA is located, including a State administered welfare-to-work program and has not been found by the State or other administering entity to be in non-compliance with such program.

Eligible residents will be required to complete a time sheet each month reflecting the performance of the required eight (8) hours of community service or participation for a period of eight (8) in a economic self-sufficiency program. The sheet must be dated by the supervisor, signed and you must forward the completed time to the LHA's Public Housing Coordinator by the second Monday of each month. Time sheet forms are available at the LHA's administrative office located at 317 Sampson Avenue, Lakewood, NJ 08701 within no less than thirty days prior to your lease anniversary date, the LHA will advise you whether or not you are in compliance with the above stated requirement.

If you are found to be in non-compliance, you will be notified as follows:

1. That you have been found to be in non-compliance;
2. That such non-compliance determination is subject to the LHA's Grievance Procedure;
3. That, unless you enter into an agreement to comply, you will be declared ineligible for continued occupancy in public housing as of the date of your family's next annual reexamination.

PIH Notice 2003-17 discusses the reinstatement of the public housing community service and self-sufficiency requirement authorized under Section 12 of the United States Housing Act of 1937, as amended, (the Act). The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents (18 or older) contribute eight (8) hours per month of community service (volunteer work) or participate in eight (8) hours of training, counseling, classes or other activities that help an individual toward self-sufficiency and economic independence. This is a requirement of the Public Housing Lease.

The community service and self-sufficiency requirement is intended to assist adult public housing residents in improving their own economic and social well-being and give these residents a greater stake in their communities. The community service and self-sufficiency requirement allows residents an opportunity to "give something back" to their communities and facilitates upward mobility.

By July 31, 2003 all residents were provided with written notice about the reinstatement of the CSSR as outlined in 24 CFR 960.605. Residents were alerted of the requirement, whether or not they are exempt, and what they needed to do in order to comply. By October 31, 2003 all affected residents should be performing their CSSR.

ATTACHMENT C

RESIDENT COUNCIL BOARD MEMBERS

LULU DUFFY COTTAGES

VACANT – PRESIDENT
TAMMY MEARS – VICE PRESIDENT

JFK APARTMENTS

VACANT – PRESIDENT
VACANT – VICE PRESIDENT

PETER WARD TOWERS

VACANT – PRESIDENT
VACANT – VICE PRESIDENT

JOHN J. CURREY APARTMENTS

EVELYN BENSON – PRESIDENT
BERTHA CRUMEDY – VICE PRESIDENT

ATTACHMENT D

LAKWOOD HOUSING AUTHORITY
BOARD OF COMMISSIONERS

<u>NAME</u>	<u>TERM</u>
Audrey Wise, Chairperson	01/01/05 – 12/31/09
Elliott Zaks, Vice Chairperson	01/01/08 – 12/31/12
Edward Bell, 2 nd Vice Chair (LHA Resident)	05/14/08 - 05/13/13
Miriam Medina	08/14/06 – 08/23/10
Marta Harrison	07/01/08 – 06/30/13
Bernard Williams	10/26/06 – 05/13/11
(Governor's Appointee)	VACANT

ATTACHMENT E

Section 8 Homeownership Capacity Statement

In June 2003 the Lakewood Housing Authority (LHA) began what was then a pilot program for the First Time Homeownership Program. Eligible candidates were selected from the pool of Family Self Sufficiency Program participants. It was the expectation of the LHA that these families were the most motivated in becoming self-sufficient and economically independent. At that time twenty-five (25) slots were set aside for the First Time Homeownership Program.

Those initial twenty-five families attended Homeownership workshops and received certification of completion through O.C.E.A.N. Inc., a HUD approved and accredited counseling agency in Ocean County. Due to the success of that first group the LHA then approved an additional twenty-five families to attend counseling through O.C.E.A.N. Inc. In total fifty families were given the opportunity and training to become Section 8 homeowners. Of those fifty families we currently have fourteen homeowners. Due to the labor intensity and cost of counseling the LHA can not offer homeownership to every eligible Section 8 recipient.

We have set aside an additional twenty-five (25) First Time Homeownership slots bringing the total to fifty (50). We will continue to pursue grants for counseling and hold training until we have reached that goal. Of course if funding is not available or the pool of eligible candidates is not sufficient we will cap the program at whatever number we have achieved, not to exceed fifty (50) at that time.

ATTACHMENT F

MINUTES 2009 Annual Plan Tenant Advisory Board/Tenant Meeting

September 18, 2008
11:00 AM

The Executive Director opened the meeting at 11:10 AM. The following changes to the FY 2009 Annual Plan were discussed:

1. New preference in the Section 8 HCV Program to issue a voucher to residents of the Low-Income Public Housing Program – Public housing residents may receive a voucher to relocate if they are victims of documented on site safety issues involving other Lakewood Housing Authority Public Housing residents.
2. Change minimum rent in Public Housing to \$50.00.
3. Adopting the same hardship exemptions used in the Section 8 Program for Public Housing.
4. Changes to the Public Housing Flat rents effective 04/09, 07/09, 10/09 and 01/10 as follows:
 - a. 0 bedroom \$ 665
 - b. 1 bedroom \$ 769
 - c. 2 bedroom \$ 938
 - d. 3 bedroom \$1223
 - e. 4 bedroom \$1327
5. Changes to the Section 8 HCV Homeownership Program
6. Projects under the Capital Fund Program in Public Housing
 - a. Lulu Duffy Cottages
 - Paint all apartment interiors
 - Upgrade emergency call system
 - Install master key lock system on all doors
 - b. Administration Building
 - Install master key lock system on all doors
 - c. Peter Ward Towers
 - Paint all apartment interiors
 - Upgrade emergency call system
 - Install master key lock system on all doors
 - Replace Roof
 - Replacement of interior water risers
 - d. John J. Currey Building
 - Paint all apartment interiors
 - Upgrade emergency call system
 - Install master key lock system on all doors
 - Replace roof

Meeting open to public for discussion at 11:25 AM

Carmen Rivera (HCV)- Is our Homeownership program the same as Homes for All?

No. All HCV participants should receive a letter in January regarding homeownership.

Bertha Crumedy (PH) – Complained about PH residents letting people into the building
The LHA has no control over the residents. If they continue to let people into the building they contribute to the problem. Maintenance has been instructed to remove shopping carts, furniture and other debris from the buildings.

Yvonne Reyes (PH) – Maintenance does not give residents enough time to answer the door when going around with the exterminator.

Maintenance will be instructed again on the proper procedures to enter units.

Carmen Rodriguez (PH) – Problem with the intercom system at Peter Ward.

The Executive Director met with the service manager and installer. The LHA has been put on its priority list. We have also ordered additional cameras.

Yvonne Reyes (PH) – Are the picnic benches going to be fixed.

Depends on funding.

Being no further comments the meeting was adjourned at 11:35 AM

Attachment G

Description of First Time Section 8 Homeownership Program

In June of 2003 the Lakewood Housing Authority (LHA) initiated a pilot program for a First Time Section 8 Homeownership Program. Initially the program was offered to qualified Family Self-Sufficiency Program participants. After that initial trial the LHA opened the program to all eligible Section 8 recipients through a random lottery. It was the decision of the LHA to have twenty-five (25) homeownership slots and following the success of several families the amount of homeownership slots was increased to fifty (50). The LHA will annually reevaluate the number of homeownership slots based on several variables such as demand, home costs, pool of eligible families, sufficient staff and funding.

1. GENERAL REQUIREMENTS

The LHA permits eligible participants in the Section 8 Housing Choice Voucher (HCV) Program, including participants with portable vouchers, the option of purchasing a home with their Section 8 assistance rather than renting.

Eligible participants for the homeownership program may not owe the LHA or any other Housing Authority/Agency an outstanding debt, there must not be any lease violations within the past six (6) months, and must meet the eligibility criteria. Section 8 homeownership assistance may be used to purchase the following type of homes; under construction or existing single-family, condominiums, town homes, cooperatives, or manufactured homes. Multi-family homes are not eligible.

Only those families who are currently enrolled or on the waiting list of the Homeownership Program, or have homeownership as a final goal on the Family Self Sufficiency Program can be candidates to receive a Homeownership Voucher.

Eligible participants must be on the HCV Program with the LHA for a minimum of one year prior to being considered for the homeownership option.

The LHA will also permit portability of Section 8 homeownership assistance to another Housing Authority, provided the receiving HA operates a Section 8 homeownership program for which the Section 8 homeownership participants qualifies or authorizes the HA to administer the homeownership assistance in their jurisdiction.

2. MINIMUM INCOME

The adult member purchasing the house must earn the equivalent of at least 2000 hours at the current federal minimum wage amount. This amount cannot include income received from welfare assistance except in the case of an elderly or disabled person. Also not included as income is Food Stamps, Earned Income Credit, WIC, Scholarship, Work Study, etc. However, Social Security (except for SSI) is considered income. The disregard of welfare assistance income under this section affects the determination of minimum monthly income in determining initial qualification for the homeownership program. It does not affect the determination of income-eligibility for the HCV Section 8 Program. For disabled/elderly families the minimum income requirement is waived. The LHA may count self-employment on a case by case basis.

3. EMPLOYMENT

With the exception of disabled and elderly household, each family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance is employed full-time at one job (an average of 30 hours per week) and has been so

continuously employed for one year prior to participate in the program. Self-employment may be considered on a case by case basis, and the net earnings must equal 30 times the minimum wage.

4. REPAYMENT OF ANY HOUSING AUTHORITY DEBTS

Participants in the Section 8 HCV program shall be ineligible for participation in the Section 8 homeownership program in the event any debt or portion of a debt remains owed to the LHA or any other Housing Authority/Agency.

5. DOWN PAYMENT

A minimum of 3% of the purchase price must be put down by the family as a down payment, and at least 1% of the purchase price must come from the family's own resources. The money must be in a savings account or CD. It cannot be from a checking account. [In the event the family is not required by the approved lender to secure a down payment, this requirement may be waived on a case by case decision.]

6. FINANCING REQUIREMENTS

The proposed financing terms must be submitted to and approved by the LHA prior to close of escrow. LHA shall determine the affordability of the family's proposed financing, utilizing generally accepted underwriting guidelines. In making such determination, the LHA may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and training expenses etc. Certain types of financing, including but not limited to; balloon payment mortgages are prohibited and will not be approved by LHA. The LHA prohibits seller financing. The mortgage must comply with generally accepted mortgage underwriting standards consistent with those HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, New Jersey Housing & Mortgage Finance Agency, USDA Rural Housing Services, the Federal Home Loan Bank, or other private lending institutions.

Homeowner assistance payments will be directly to the homeowner unless otherwise agreed upon with the LHA and lender.

7. FIRST TIME HOMEBUYER

The participant must be a first-time homebuyer. However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a first-time homeowner for purposes of the Section 8 Homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered and ownership interest. A member of a cooperative (as defined in 982.4) also qualifies as a first-time homeowner.

In addition the LHA requires that the first time homeownership must be just that. At no time did the family or any adult member who would be on the deed, own a home. This program is for "new" homeowners who may be unable to purchase a home without this assistance. Section 8 assistance for families who have achieved homeownership independently is not the goal of this program.

8. HOME QUALIFICATIONS

The unit must be either already under construction or existing, A single-family home, a condominium, a townhouse, a cooperative, or a manufactured home to be situated on a privately owned lot or on a leased pad in a mobile home park. The home must already exist or under construction at the time LHA determines the family eligible for homeownership assistance to purchase the unit. The family also may purchase a home in another jurisdiction, provided the Housing Authority in the receiving jurisdiction operates a Section 8 homeownership program for which the Section 8 homeownership applicant qualifies or authorizes LHA to administer the homeownership assistance in their jurisdiction. The former case, a family's participation in the

Section 8 homeownership program will be subject to the Section 8 homeownership program and policies of the receiving jurisdiction.

The unit must pass HUD's Housing Quality Standards (HQS) Inspection performed by our agency. After the initial HQS Inspection an annual HQS Inspection is required thereafter. The LHA reserves the right to perform a HQS if a situation arises that this authority feels it is in the best interest of the authority to have an inspection performed. In addition the unit must be inspected by a qualified Housing Inspector and the report issued must be supplied to this office. The family is responsible for the cost of this private inspection.

9. PURCHASING A HOME

Once a home is located and a sales agreement approved by LHA is signed by the family, the family shall have up to six (6) months, or such other time as is approved by the LHA's Executive Director or set forth in the LHA approved sales agreement, to purchase the home.

If a Section 8 participant is unable to purchase the home within the maximum time permitted by LHA, LHA shall continue the family's participation in the Section 8 HCV program.

10. LEASE-PURCHASE

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the HCV Program apply to lease-purchase agreements, except that families are permitted to pay an extra amount out-of-pocket to the owner for purchase related expenses – a "homeownership premium." Any such premium, defined as an increment of value attributable to the value of the lease-purchase right or agreement, is excluded from LHA's rent reasonableness determination and subsidy calculation, and must be absorbed by the family. When a lease-purchase participant family is ready to exercise their option, they must notify the homeownership coordinator at LHA and apply for the homeownership option. If determined eligible for homeownership assistance, the family may be admitted to the homeownership program and must meet all the requirements of these policies.

11. SALES AGREEMENT

Prior to execution of the offer to purchase or sales agreement, the financing terms must be provided by the family to LHA for approval. The sales agreement must provide for inspection by LHA and independent inspection referred to previously and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to LHA. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by LHA. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by LHA. The sales agreement must also contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

12. COMPLIANCE WITH FAMILY OBLIGATIONS

A family must agree, in writing, to comply with all family obligations under the Section 8 HCV program and LHA's homeownership policies. These obligations include the following:

- a. All family income must be reported from all sources and names of all persons living in the household.
- b. If, at any time any member of the household has a change in income it must be reported immediately to the LHA.
- c. If, at any time, any one in my household moves in or out, it must be reported it within 10 days of the occurrence to the LHA.

d. Housing Assistance payments will be made only for the months the household is in residence in the home. It must be immediately reported to the LHA if you move out of the home.

e. The family (including each family member) must not participate in illegal drug or violent criminal activity.

f. You cannot sell, convey or transfer any interest in the home to any entity or person prior to informing the LHA. Housing Assistance Payments will terminate with any sale, conveyance, or transfer other than to a household member residing in the home with prior approval from the LHA.

g. Information must be provided to the LHA on any mortgage or other debt incurred to purchase the home, and any refinancing of such debt.

h. The family must comply with the terms of any mortgage security debt incurred to purchase the home and any refinancing of such debt. The LHA must be immediately notified of any defaults on mortgage debt incurred to purchase the home.

i. All utility bills must be promptly paid. No utility can be disconnected or shut off due to non-payment.

j. The premises must be kept in good repair and in safe and sanitary condition.

k. In conjunction with the annual reexamination of income and family composition all mortgage, insurance and utility payments are current.

l. If the home is in default and home is lost, the family will not be able to use the Section 8 HCV for rental housing but may reapply for the Section Waiting List when application intake is opened.

m. No other residential property can be owned by the family.

n. Home equity loans, lines of credit, etc. are not permitted.

o. Complete the PHA-required homeownership and housing counseling program and obtain a certificate of completion. This program must be attended by all those whose name will be on the deed.

p. Supply all required information to LHA; including but not limited to annual verification of household income, notice of change in homeownership expenses, notice of move-out and notice of mortgage default.

q. The LHA's payment will be issued directly to the homeowner.

r. A Statement of Homeowner Obligations must be signed by the prospective homeowners.

s. The family can not move during the first year and no more than one move by the family during any one year period.

t. The home must be occupied by the family full time and can not be rented or sublet..

13. FAMILY TO SUPPLY TO LHA

Prior to assistance the family must give the LHA the following:

- a. price and terms of sale
- b. pre-purchase inspection performed on behalf of the family

- c. statement contained in terms of sale that not obligated to purchase unless inspection is satisfactory
- d. the buyer is not obligated to pay for repairs
- e. the seller is not debarred or suspended

14. MAXIMUM TERM OF HOMEOWNERSHIP ASSISTANCE

Except for disabled and elderly families, a family may receive Section 8 homeownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. Families that qualify as elderly at the commencement of homeownership assistance are not subject to a maximum term limitation. Families that qualify as disabled at the commencement of homeownership assistance or at any time during the provision of homeownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date homeownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of homeownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has an ownership interest in the unit during any time that homeownership payments made, or is a spouse of any member of the household who has an ownership interest.

Termination of assistance will occur 180 days (calendar days) after last homeownership assistance payment the family is eligible for. This means zero HAP (mortgage payment to family from LHA) for six months as in the Section 8 HCV Program.

15. HOMEOWNERSHIP COUNSELING

In order for a family to be considered for the issuance of a voucher for homeownership the family must attend and successfully complete a homeownership and housing counseling program provided or approved by LHA. A Certificate of Completion must be issued. The homeownership and counseling program will cover home maintenance, budgeting and money management, fair housing, credit counseling, predatory lending issues, negotiating purchase price, securing mortgage financing, finding a home, obtaining title insurance, and a review of home inspections needed. Anyone whose name will be on the deed must attend and complete the counseling sessions. The counseling *must* be from a HUD approved counselor *and* must include the above courses and be pre-approved by the LHA.

Upon receipt of the Certificate of Completion from a pre-approved *HUD approved* homeownership counseling agency the LHA will issue to the family a homeownership voucher. The term of the voucher will be for six (6) months. The voucher may be extended on a case by case basis.

16. MORTGAGE PAYMENT TO HOUSEHOLD

The mortgage payment (HAP) will equal the lower of:

- a. payment standard minus total tenant payment or
- b. monthly homeownership expenses minus total tenant payment
- c. the family is responsible for the rest

17. Allowable Homeownership Expenses

- a. principal and interest
- b. refinancing of such debt
- c. mortgage insurance
- d. taxes
- e. home insurance
- f. maintenance expenses (\$100 including major repairs)
- g. utility allowance

- h. debt for major repairs/replacement if for reasonable accommodations as determined by the LHA**
- i. coop operating charges or maintenance fees**
- j. coop occupancy agreement real estate taxes & public assessments**

18. Misc. Information

a. The family is not required to return the homeownership assistance for the month the family moves out.

b. The 40% rule for new admissions and moves is not applicable.

c. The value of the home is excluded for asset and income purposes.

d. The homeowner does not have to be the head of the household or the spouse. It can be any adult family member who will own the home at commencement of homeownership.

e. The family can be denied homeowner assistance for any violations of family obligations, criminal activity, and/or mortgage default.

f. The payment standard is the greater of the payment standard at the commencement of homeownership assistance for occupancy of the home and the payment standard at the most recent regular reexamination of family income and composition since the commencement of the homeownership assistance for occupancy of the home.

g. The LHA may terminate the family's participation in the Sec. 8 HCV Program if the family fails to comply with the terms of the mortgage. If the mortgage was FHA insured the LHA must terminate unless the family moves from one unit to another within time AND conveys the title to HUD or HUD's designee. The LHA still has the ability to deny assistance.

h. If the family wants to switch back to rental assistance they must sell the home before they can receive continued Section 8 assistance.

i. When calculating income when a family desires to switch to Sec. 8 rental assistance the income from the rollover sale of the home must be used.

The Lakewood Housing Authority administers the Section 8 First Time Homeownership Program according to the CFR Title 24, Volume 4 revised as of April 1, 2003. Specifically Title 24 Chapter IX Part 982 Section 8 Subpart M Sec. 982.633

ATTACHMENT H

SECTION III

LAKWOOD HOUSING AUTHORITY

RULES AND REGULATIONS GOVERNING THE OWNERSHIP AND MAINTENANCE OF PETS

I. Pets and Applicable Buildings.

- A. **If you reside in the PETER WARD TOWERS, 100 Woehr Avenue, Lakewood, or at the LULU E. DUFFY COTTAGES, Sampson Avenue & East Fourth Street, Lakewood, or at the JOHN J. CURREY BUILDING, 220 East Fourth Street, Lakewood, or at JOHN F. KENNEDY, Cedarbridge Ave, So. Clover St., & Warren Ave., Lakewood, you are permitted to maintain pets subject to the following rules and regulations:**
- B. No Tenant shall be permitted to maintain, keep or harbor in the rented premises or anywhere on the Authority's property any living creature other than pet as defined below.

II. Definition of Pet

Pets are defined as:

- A. Domesticated short hair dogs not exceeding 20 pounds in weight when fully grown and meeting other requirements of this Policy.
- B. Domesticated declawed cats not exceeding 13 pounds in weight and meeting other requirements of this Policy.
- C. Fish in approved tank not exceeding 20 gallons of water.
- D. Domesticated, caged, small birds in approved cage.
- E. No other living creature shall be construed as a pet.
- F. The Authority reserves the right to disallow certain types of pets, such as Pitbull, snakes, etc.

III. PET APPLICATION REGISTRATION.

Tenants who wish to apply for a Pet Permit must file an application for a Pet Permit with the Program Administrator Applications will be processed on a first-come, first served basis.

IV. PET PERMIT

Prior to placing a pet into residency in any Housing Authority administered housing, applicant tenant must file an application for Pet Permit. A Pet Permit will be issued only after all initial conditions of this Policy have been met.

V. CONDITIONS FOR ISSUANCE OF PET PERMIT

Applicant must file a Certificate of Municipal Registration of the pet in accordance with local ordinance. (Applies to dogs.)

Applicant must file evidence in the form of an acceptable certificate that pet is in good health and has been inoculated for distemper and rabies and that said inoculation is current. (Applies to dogs and cats.)

Applicant must certify and agree to the general terms and conditions of the management of said pet and acknowledge that the Pet Permit can be revoked for failure to follow pet management rules.

Prior to issuance of Pet Permit applicant agrees to post a pet security deposit of \$50.00 for each cat or dog. Said security deposit will be applied to damages caused by the pet upon Tenant vacating apartment together with assessment to Tenant for any deficiency in the amount of the deposit as applied to specific damages.

Applicant must file, as part of the application process, a "Pet Emergency Care Plan" in case applicant is unable to care for said pet in an emergency and which will empower the Program Administrator to transfer pet care project as set forth in the "Pet Emergency Care Plan."

VI. PET MANAGEMENT PLAN

- A. There shall be two classes of Pet Permits. Class "A" Permit is for a dog or a cat. Class "B" Permit is for fish or birds.
 - B. **Limit one Pet Permit from each class ("A" or "B") per tenant.**
 - C. **Limit one cat or dog per Pet Permit Class "A" and one fish tank or one birdcage per Pet Permit Class "B".**
 - D. Pets are to be confined to apartment unless on a leash.
 - E. Pets shall not be permitted without an attended restraint (leash) in common areas of the building or on the grounds.
 - F. In the event that the tenant leaves the building in an emergency, pet is to be provided for in accordance with the "Pet Emergency Care Plan" within 4 hours of departure of said tenant.
 - G. Tenant acknowledges responsibility for the cleanliness of pet and removal of pet waste from building daily by:
 - 1. Placing cat litter waste into bags and into trash chute
 - 2. Placing dog on leash and taking dog to establish "Pet Relief Area" as designated.
- Note: Tenants are not to store pet waste in their apartment or flush pet waste with "kitty litter" down the toilet, sinks, or bathtubs.
- 3. Tenant pet owner must own a vacuum cleaner and clean up pet residue (odor, hair, seeds, feathers, and water) daily. Apartment must be kept clean and free of odor at all times.

4. Tenant pet owner must prevent pet from damaging property (within apartment, common areas, grounds or personal property of other), and assume all liability regardless of fault in cases where said pet contributes to or causes property damage or personal damage.
5. Tenant agrees to manage pet in such a way that it does not contribute to complaints from other tenants regarding behavior and activities of said pet.
6. Tenant must certify that pet has been spayed or neutered. If pet is a young cat or dog, tenant must agree to have the pet spayed or neutered as soon as the pet reaches the minimum age for being spayed or neutered and to provide the management with the certification of the procedures.
7. Exterminating cost (if required) for apartment or building.

VII. PET CONTROL

Tenant must keep pets in Class "A" on a leash in any common area or areas open to the public.

VIII. PET WASTE

Tenant shall control pet to insure that pets use only the designated area or litter box for urination or defecation.

IX. INSPECTION OF APARTMENT

Tenant agrees, as a condition of accepting the Pet Permit, that Tenant's apartment will be available for inspection of compliance of Pet Policy at any time during working hours on thirty- (30) minute notice.

X. PETITION OF REMOVAL

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

XI. DAMAGES

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

XII. REVOCATION OF PET PERMIT

- A. Revocation of a Class "A" Pet Permit will occur upon the occasion of the following conditions:

1. Upon death of pet.
 2. Upon permanent removal of pet from the project.
- B. Upon determination by management of project, the following conditions may be considered cause for revocation:
1. Pet has caused damage to apartment, common areas, personal property or persons.
 2. Pet has bitten or attempted to, scratched or caused injury to any person.
 3. Pet makes animal sounds that are generally annoying to Tenant and management.
For example: barking dog or loud meowing cat.
 4. Pet defecates or urinates in apartment, common areas or grounds.
 5. Pet is found out of control of Tenant:
 - A. dog off leash
 - B. cat running loose
 - C. bird not caged
 6. Upon expiration of municipal animal license.
 7. Upon expiration of inoculation unless current inoculation status is recertified.
 8. Upon any determination by the Lakewood Housing Authority that a pet is a nuisance, a danger, or a hazard to the health of tenants, management and guests of project.

XIII. DEATH OF PET

The Tenant shall be responsible for arranging burial or other disposal, off the premises, of pets in the event of death of the pet.

NOTE: These rules are in their entirety a part of the Lease Agreement executed between the resident and the Housing Authority.

The AUTHORITY reserves the right to make such other rules and regulations for time to time as it deems necessary for the safety, care and cleanliness of the premises and for securing the comfort and convenience of all the Tenants.

TENANT'S ACKNOWLEDGEMENT:

I have read the above rules and regulations and understand same. I hereby agree to abide by these rules and regulations, which are part of my lease Agreement.

IN WITNESS WHEREOF THE PARTIES HAVE ACCEPTED THIS LEASE AGREEMENT this _____ day of _____, 20__ at Lakewood, New Jersey.

HOUSING AUTHORITY OF
LAKEWOOD

(Tenant) _____

By: _____

(Tenant) _____

Title: Executive Director

ATTACHMENT I
LAKEWOOD HOUSING AUTHORITY
VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. Purpose and Applicability

The purpose of this policy (herein called “Policy”) is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L.109-162) and more generally to set forth the Lakewood Housing Authority’s (LHA) policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined.

This Policy shall be applicable to the administration by the LHA of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C.:1437 *et seq.*). Notwithstanding its title, this policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. Goals and Objectives

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by the LHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence dating violence, or stalking;
- D. Creating and maintaining collaborative arrangements between the LHA, law enforcement authorities, victim service providers, and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by the LHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence, or stalking, affecting individuals assisted by the LHA.

III. Other LHA Policies and Procedures

This Policy shall be referenced in and attached to the LHA’s Five-Year Public Housing Agency Plan and shall be incorporated in and made a part of the LHA’s Admissions and Continued Occupancy Policy. The LHA’s annual public housing agency plan shall also contain information concerning the LHA’s activities, services or programs relating to domestic violence, dating violence, and stalking.

To the extent any provision of this policy shall vary or contradict any previously adopted policy or procedure of the LHA, the provisions of this Policy shall prevail.

IV. Definitions

As used in this Policy:

- A. *Domestic Violence* – The term ‘domestic violence’ includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person who is similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

- B. *Dating Violence* – means violence committed by a person –
- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship
 - (ii) The type of relationship
 - (iii) The frequency of interaction between the persons involved in the relationship.
- (C) *Stalking* – means –
- (A) (i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person; and (ii) to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
 - (B) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to –
 - (i) that person;
 - (ii) a member of the immediate family of that person; or
 - (iii) the spouse or intimate partner of that person;
- D. *Immediate Family Member* – means, with respect to a person –
- (A) a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in loco parentis; or
 - (B) any other person living in the household of that person and related to that person by blood or marriage.
- E. *Perpetrator* – means person who commits an act of domestic violence, dating violence or stalking against a victim.

V. Admissions and Screening

- A. *Non-Denial of Assistance.* The LHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified for such admission.

VI. Termination of Tenancy or Assistance

- A. *VAWA Protections.* Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following specific protections, which will be observed by the LHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. In addition to the foregoing, tenancy or assistance will not be terminated by the LHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant’s control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the

protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

(a) Nothing contained in this paragraph shall limit any other wise available authority of the LHA' or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, in taking any such action neither the LHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence, dating violence or stalking than that applied to other tenants.

(b) Nothing contained in this paragraph shall be construed to limit the authority of the LHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or the LHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. *Removal of Perpetrator.* Further, notwithstanding anything in paragraph VI.A.2. or Federal, State or local law to the contrary, the LHA or a Section 8 owner or manager, as the case may be, may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence may be taken without evicting, removing, terminating assistance to , or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by the LHA. Leases used for all public housing operated by the LHA and, at the option of Section 8 owners or managers, leases for dwelling units occupied by families assisted with Section 8 rental assistance administered by the LHA, shall contain provisions setting forth the substance of this paragraph.

VII. Verification of Domestic Violence, Dating Violence or Stalking

A. *Requirement for Verification.* The law allows, but does not require, the LHA or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence, or stalking claimed by a tenant or other lawful occupants is bona fide and meets the requirements of the applicable definitions set forth in this policy. Subject only to waiver as provided in paragraph VII. C., the LHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by the LHA. Section 8 owners or managers receiving rental assistance administered by the LHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of the following three ways:

1. *HUD-approved form* – by providing to the LHA or to the requesting Section 8 owner or manager a written certification, on a form approved by the U.S. Department of Housing and Urban Development (HUD), that the individual is a victim of domestic violence, dating violence, or stalking that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.

2. *Other documentation* – by providing to the LHA or to the requesting Section 8 owner or manager documentation signed by an employee, agent, or volunteer of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, or the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury (28 U.S.C. 1746) to the professional’s belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy. The victim of the incident or incidents of domestic violence, dating violence or stalking described in the documentation must also sign and attest to the documentation under penalty of perjury.

3. *Police or court record* – by providing to the LHA or to the requesting Section 8 owner or manager a Federal, State, tribal, territorial, or local police or court record describing the incident or incidents in question.

B. *Time allowed to provide verification/failure to provide.* – An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking, and who is requested by the LHA, or a Section 8 owner or manager to provide verification, must provide such verification within 14 business days (i.e. 14 calendar days, excluding Saturdays, Sundays, and federally-recognized holidays) after receipt of the request for verification. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action.

C. *Waiver of verification requirement.* – The Executive Director of the LHA, or a Section 8 owner or manager, may, with respect to any specific case, waive the above-stated requirements for verification and provide the benefits of this policy based on the victim’s statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, owner or manager. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VIII. Confidentiality

A. *Right of confidentiality.* All information (including the fact that an individual is a victim of domestic violence, dating violence or stalking) provided to the LHA or to a Section 8 owner or manager in connection with a verification required under section VII of this policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is:

1. requested or consented to by the individual in writing, or
2. required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, as permitted in VAWA, or
3. otherwise required by applicable law.

B. *Notification of rights.* All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by the LHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

IX. Transfer to New Residence

A. *Application for transfer.* In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence, or stalking, the LHA will, if an approved unit size is available at a location that may reduce the risk of harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another

member of the household who is or was the victim of domestic violence, dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

B. *Action on applications.* The LHA will act upon such an application promptly within 7 business days.

C. *No right to transfer.* The LHA will make every effort to accommodate requests for transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance as provided in paragraph IX. E. below the decision to grant or refuse to grant a transfer shall lie within the sole discretion of the LHA, and this policy does not create any right on the part of any applicant to be granted a transfer.

D. *Family rent obligations.* If a family occupying LHA public housing moves before the expiration of the lease term in order to protect the health or safety of a household member, the family will remain liable for the rent during the remainder of the lease term unless released by the LHA. In cases where the LHA determines that the family's decision to move was reasonable under the circumstances, the LHA may wholly or partially waive rent payments and rent owed shall be reduced by the amounts of rent collected for the remaining lease term from a tenant subsequently occupying the unit.

E. *Portability.* Notwithstanding the foregoing, a Section 8-assisted tenant will not be denied portability to a unit located in another jurisdiction (notwithstanding the term of the tenant's existing lease has not expired, or the family has not occupied the unit for 12 months) so long as the tenant has complied with all other requirements of the Section 8 program and has moved from the unit in order to protect the health or safety of an individual member of the household who is or has been the victim of domestic violence, dating violence or stalking and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.

X. Court Orders/Family Break-up.

A. *Court orders.* It is the LHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by the LHA and their property. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

B. *Family break-up.* Other LHA policies regarding family break-up are contained in the LHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

XI. Relationships with Service Providers.

It is the policy of the LHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence. If the LHA staff become aware that an individual assisted by the LHA is a victim of domestic violence, dating violence or stalking, the LHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring the LHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence or to make a referral in any particular case. The LHA's annual public housing agency plan shall describe providers of shelter or services to victims of domestic violence with which the LHA has referral or other cooperative relationships.

XII. Notifications

The LHA shall provide written notification to applicants, tenants, and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

XIII. Relationship with Other Applicable Laws

Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

XIV. Amendment.

This policy may be amended from time to time by the LHA as approved by the LHA Board of Commissioners.

LAKEWOOD HOUSING AUTHORITY
CERTIFICATION OF DOMESTIC VIOLENCE
DATING VIOLENCE, OR STALKING

Certification must be made as provided in either section A, section B, or section C below.

1. Date delivered to resident _____.
2. Must complete and return form by _____ (14 business days after resident's receipt).
3. If cannot complete form by this date, contact _____ at _____.

A. IF RESIDENT IS CERTIFYING:

Attach completed and signed form HUD-50066 – copy attached.

B. IF CERTIFICATION IS MADE BY PROVIDING POLICE REPORT OR COURT RECORD.

1. Name of the victim of domestic violence, dating violence or stalking: _____.
2. Victim's address _____.
3. Head of Household on lease, if not the victim: _____.
4. Perpetrator's name, if known: _____.
5. If perpetrator's name is not known, explain why: _____.
6. Perpetrator's relation to victim: _____.
7. Dates and description of the qualifying incidents: _____.
8. Certification of the violence.

Attached is a copy of a police report, temporary or permanent restraining order, or other police or court record relating to the violence.

I hereby certify that the description of an incident or incidents of domestic violence, dating violence or stalking set forth in the attached police report or court record is true and correct.

Signature of resident: _____ Dated: _____

C. IF CERTIFICATION IS BY AN EMPLOYEE, AGENT OR VOLUNTEER OF A VICTIM SERVICE PROVIDER, ATTORNEY OR MEDICAL PROFESSIONAL FROM WHOM THE VICTIM HAS SOUGHT HELP IN ADDRESSING DOMESTIC VIOLENCE, DATING VIOLENCE OR STALKING OR ITS EFFECTS.

The SERVICE PROVIDER OR PROFESSIONAL must complete this section.

1. Name of the victim of domestic violence, dating violence, or stalking _____.
2. Victim's address _____.
3. Head of Household on lease, if not the victim: _____.
4. Perpetrator's name, if known: _____.

5. If perpetrator's name is not known, explain why _____
_____.
6. Perpetrator's relation to victim: _____.
7. Dates and description of the qualifying incidents: _____

_____.

8. Certification of the violence.
A professional who helped the victim address the violence must complete the section below.

1. Name of person completing this section _____.
2. What category best describes you? Attorney
Medical professional
Victim service provider
3. Title _____ Phone _____
4. Agency/Business Name _____
5. Address _____

I hereby certify under penalty of perjury that the foregoing is true and correct and I believe that the incident(s) described above are bona fide incidents of abuse

Signature _____ Date signed _____

Attested to as true and correct:

Signature of victim _____ Date signed _____

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

PHA Name: HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD	Grant Type and Number Capital Fund Program Grant No: NJ39PO5450106 Replacement Housing Factor Grant No:	Federal FY of Grant: 2006
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06/30/08 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	0	0	0	0
2	1406 Operations	0	0	0	0
3	1408 Management Improvements	\$10,000.00	\$10,000.00	0	0
4	1410 Administration	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	\$30,000.00	\$30,000.00	\$13,200.00	\$8,800.00
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	0	0	0	0
10	1460 Dwelling Structures	\$159,493.01	\$154,493.01	\$18,369.21	\$18,369.21
11	1465.1 Dwelling Equipment—Nonexpendable	0	\$5,000.00	\$14,265.00	\$14,265.00
12	1470 Nondwelling Structures	0	0	0	0
13	1475 Nondwelling Equipment	0	0	0	0
14	1485 Demolition	0	0	0	0
15	1490 Replacement Reserve	0	0	0	0
16	1492 Moving to Work Demonstration	0	0	0	0
17	1495.1 Relocation Costs	0	0	0	0
18	1499 Development Activities	0	0	0	0
19	1501 Collateralization or Debt Service	\$117,768.99	\$117,768.99	\$117,768.99	\$117,768.99
20	1502 Contingency	0	0	0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$342,262.00	\$342,262.00	\$188,603.20	\$184,203.20
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD		Grant Type and Number Capital Fund Program Grant No: NJ39P05450106 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	
1. MANAGEMENT IMPROVEMENTS	1. STAFF TRAINING	1408		\$4,000.00	\$4,000.00	0	0	
	2. COMPUTER SOFTWARE	1408		\$3,000.00	\$3,000.00	0	0	
	3. COMMISSIONER & EXECUTIVE DIRECTOR TRAINING	1408		\$3,000.00	\$3,000.00	0	0	
2. ADMINIS	1. PAY PART OF EXECUTIVE DIRECTOR'S & MAINTENANCE SUPERVISOR'S SALARIES FOR ADMINISTRATION & OVERSIGHT OF CAPITAL FUND PROGRAM	1410		\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	
3. FEES & COSTS	1. ARCHITECT/ENGINEERING FEES FOR ALL WORK ITEMS	1430		\$16,800.00	\$16,800.00	0	0	
	2. MOD COORDINATOR CONSULTANT	1430		\$13,200.00	\$13,200.00	\$13,200.00	\$8,800.00	
4. DEBT SERVICE	1. BORROW FUNDS TO DO HEATING RENOVATIONS AT NJ54-1A & NJ54-2; CORRECT STRUCTURAL PROBLEMS AT NJ54-2. TOTAL AMOUNT TO BE BORROWED \$1,500,000.	1501		\$117,768.99	\$117,768.99	\$117,768.99	\$117,768.99	
5. NJ54-1B JFK APTS.	1. HEATING SYSTEM UPGRADE	1460		\$133,094.01	0	0	0	
6. HA WIDE	1. REFRIGERATORS & STOVES	1465.1		0	\$5,000.00	\$14,265.00	\$14,265.00	
7. NJ54-3	1. UPGRADE FIRE ALARM	1460		0	\$18,369.21	\$18,369.21	\$18,369.21	
	2. REPLACE ROOF	1460		0	\$136,123.80	0	0	
	GRAND TOTAL			\$315,863.00	\$342,262.00	\$188,603.20	\$184,203.20	

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

PHA Name: HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD		Grant Type and Number Capital Fund Program No: NJ39P05450106 Replacement Housing Factor No:					Federal FY of Grant: FY 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		
1. H/A WIDE MANAGEMENT IMPROVEMENTS	06/30/08			06/30/10				
2. NJ54-1B JFK APTS.	06/30/08			06/30/10				

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

PHA Name: HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD	Grant Type and Number Capital Fund Program Grant No: NJ39PO5450107 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: 06/30/08 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	0		0	0
2	1406 Operations	0		0	0
3	1408 Management Improvements	\$10,000		0	0
4	1410 Administration	\$25,000		0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	\$30,000		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	0		0	0
10	1460 Dwelling Structures	\$152,625.49		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collateralization or Debt Service	\$116,242.51		\$116,242.51	\$55,847.84
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$333,868		\$116,242.51	\$55,847.84
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	0

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD		Grant Type and Number Capital Fund Program Grant No: NJ39P05450107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007			
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	
1. MANAGEMENT IMPROVEMENTS	1. STAFF TRAINING	1408		\$4,000		0	0	
	2. COMPUTER SOFTWARE	1408		\$3,000		0	0	
	3. COMMISSIONER & EXECUTIVE DIRECTOR TRAINING	1408		\$3,000		0	0	
2. ADMINIS	1. PAY PART OF EXECUTIVE DIRECTOR'S & MAINTENANCE SUPERVISOR'S SALARIES FOR ADMINISTRATION & OVERSIGHT OF CAPITAL FUND PROGRAM	1410		\$25,000		0	0	
3. FEES & COSTS	1. ARCHITECT/ENGINEERING FEES FOR ALL WORK ITEMS	1430		\$16,800		0	0	
	2. MOD COORDINATOR CONSULTANT	1430		\$13,200		0	0	
4. DEBT SERVICE	1. BORROW FUNDS TO DO HEATING RENOVATIONS AT NJ54-1A & NJ54-2; CORRECT STRUCTURAL PROBLEMS AT 54-2.	1501		\$116,242.51		\$116,242.51	\$55,847.84	
5. NJ54-2 NJ54-3	1.UPGRADE FIRE ALARM SYSTEMS	1460		\$152,625.49		0	0	
GRAND TOTAL				\$333,868		\$116,242.51	\$55,847.84	

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

PHA Name: HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD	Grant Type and Number Capital Fund Program Grant No: NJ39PO5450108 Replacement Housing Factor Grant No:	Federal FY of Grant: 2008
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Original Annual Statement Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending: 06/30/08 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	0		0	0
2	1406 Operations	0		0	0
3	1408 Management Improvements	\$10,000		0	0
4	1410 Administration	\$25,000		0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	\$30,000		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	0		0	0
10	1460 Dwelling Structures	\$155,982.74		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0
19	1501 Collateralization or Debt Service	\$114,589.26		\$114,589.26	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$335,572		\$114,589.26	0
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	0

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

PHA Name: HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD		Grant Type and Number Capital Fund Program Grant No: NJ39P05450108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008			
Development Number Name/HA- Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
1. MANAGEMENT IMPROVEMENTS	1. STAFF TRAINING	1408		\$4,000		0	0	
	2. COMPUTER SOFTWARE	1408		\$3,000		0	0	
	3. COMMISSIONER & EXECUTIVE DIRECTOR TRAINING	1408		\$3,000		0	0	
2. ADMINIS	1. PAY PART OF EXECUTIVE DIRECTOR'S & MAINTENANCE SUPERVISOR'S SALARIES FOR ADMINISTRATION & OVERSIGHT OF CAPITAL FUND PROGRAM	1410		\$25,000		0	0	
3. FEES & COSTS	1. ARCHITECT/ENGINEERING FEES FOR ALL WORK ITEMS	1430		\$16,800		0	0	
	2. MOD COORDINATOR CONSULTANT	1430		\$13,200		0	0	
4. DEBT SERVICE	1. BORROW FUNDS TO DO HEATING RENOVATIONS AT NJ54-1A & NJ54-2; CORRECT STRUCTURAL PROBLEMS AT 54-2.	1501		\$114,589.26		\$114,589.26	0	
5. NJ54-1A NJ54-22 NJ54-3	1. PAINT ALL APARTMENTS	1460		\$155,982.74		0	0	
	GRAND TOTAL			\$335,572		\$114,589.26	0	

Annual Statement/Performance and Evaluation Report

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

PHA Name: HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD	Grant Type and Number Capital Fund Program Grant No: NJ39PO5450109 Replacement Housing Factor Grant No:	Federal FY of Grant: 2009
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds	0			
2	1406 Operations	0			
3	1408 Management Improvements	\$10,000			
4	1410 Administration	\$25,000			
5	1411 Audit	0			
6	1415 Liquidated Damages	0			
7	1430 Fees and Costs	\$30,000			
8	1440 Site Acquisition	0			
9	1450 Site Improvement	0			
10	1460 Dwelling Structures	\$157,347.68			
11	1465.1 Dwelling Equipment—Nonexpendable	0			
12	1470 Nondwelling Structures	0			
13	1475 Nondwelling Equipment	0			
14	1485 Demolition	0			
15	1490 Replacement Reserve	0			
16	1492 Moving to Work Demonstration	0			
17	1495.1 Relocation Costs	0			
18	1499 Development Activities	0			
19	1501 Collateralization or Debt Service	\$112,652.32			
20	1502 Contingency	0			
21	Amount of Annual Grant: (sum of lines 2 – 20)	\$335,000			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report

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

Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD		Grant Type and Number Capital Fund Program Grant No: NJ39P05450109 Replacement Housing Factor Grant No:			Federal FY of Grant: 2000			
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	
1. MANAGEMENT IMPROVEMENTS	1. STAFF TRAINING	1408		\$4,000				
	2. COMPUTER SOFTWARE	1408		\$3,000				
	3. COMMISSIONER & EXECUTIVE DIRECTOR TRAINING	1408		\$3,000				
2. ADMINIS	1. PAY PART OF EXECUTIVE DIRECTOR'S & MAINTENANCE SUPERVISOR'S SALARIES FOR ADMINISTRATION & OVERSIGHT OF CAPITAL FUND PROGRAM	1410		\$25,000				
3. FEES & COSTS	1. ARCHITECT/ENGINEERING FEES FOR ALL WORK ITEMS	1430		\$16,800				
	2. MOD COORDINATOR CONSULTANT	1430		\$13,200				
4. DEBT SERVICE	1. BORROW FUNDS TO DO HEATING RENOVATIONS AT NJ54-1A & NJ54-2; CORRECT STRUCTURAL PROBLEMS AT 54-2.	1501		\$112,652.32				
5. NJ54-1A NJ54-2 NJ54-3	1. INSTALL MASTER LOCK SYSTEM AT ALL 3 SENIOR SITES	1460		\$157,347.68				
	GRAND TOTAL			\$335,000				

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name		HOUSING AUTHORITY OF THE TOWNSHIP OF LAKEWOOD		<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1 2009	Work Statement for Year 2 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 3 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 4 FFY Grant: 2012 PHA FY: 2012	Work Statement for Year 5 FFY Grant: 2013 PHA FY: 2013
	Annual Statement				
1. NJ54-1A					
LULU DUFFY COTTAGES				\$50,000	\$50,000
2. NJ54-1B					
JFK APTS.					
3. NJ54-2					
PETER WARD TOWERS		\$140,000		\$50,000	\$50,000
4. NJ54-3					
JOHN J. CURREY BLD.			\$140,000	\$50,000	\$50,000
5. DEBT SERVICE		\$115,000	\$115,000	\$105,000	\$105,000
6. HA WIDE		\$80,000	\$80,000	\$80,000	\$80,000
CFP Funds Listed for 5-year planning		\$335,000	\$335,000	\$335,000	\$335,000
Replacement Housing Factor Funds					

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2010 PHA FY: 2010			Activities for Year: <u>3</u> FFY Grant: 2011 PHA FY: 2011		
2009	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Stateme	1. NJ54-2 PETER WARD TOWERS	1. REPLACE ROOF	\$140,000	1. NJ54-3 JOHN J. CURREY	1. REPLACE ROOF	\$140,000
	2 HA-WIDE.	1. DEBT SERVICE	\$115,000	2. HA-WIDE	1. DEBT SERVICE	\$115,000
		2. MANAGEMENT IMPROVEMENTS	\$10,000		2. MANAGEMENT IMPROVEMENTS	\$10,000
		3. ADMINISTRATION	\$25,000		3. ADMINISTRATION.	\$25,000
		4. FEES & COSTS	\$25,000		4. FEES & COSTS	\$25,000
		5. DWELLING EQUIPMENT	\$5,000		5. DWELLING EQUIPMENT	\$5,000
		6. NON-DWELLING EQUIPMENT	\$5,000		6. NON-DWELLING EQUIPMENT	\$5,000
		7. OPERATIONS	\$10,000		7. OPERATIONS	\$10,000
Total CFP Estimated Cost			\$335,000			\$335,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 4
 FFY Grant: 2012
 PHA FY: 2012

Activities for Year: 5
 FFY Grant: 2013
 PHA FY: 2013

Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
1.NJ54-1A LULU DUFFY COTTAGES 2.NJ54-2 PETER WARD 3.NJ54-3 JOHN J. CURREY	1. UPGRADE EMERGENCY CALL SYSTEM AT ALL THREE SENIOR SITES	\$150,000	1 NJ54-1A LULU DUFFY COTTAGES 2. NJ54-2 PETER WARD 3. NJ54-3 JOHN J. CURREY	1. REPLACE WINDOWS	\$150,000
2. HA WIDE	1.DEBT SERVICE	\$115,000	2. HA WIDE	1. DEBT SERVICE	\$115,000
	2. MANAGEMENT IMPROVEMENTS	\$10,000		2. MANAGEMENT IMPROVEMENTS	\$10,000
	3. ADMINISTRATION	\$20,000		3. ADMINISTRATION	\$20,000
	4. FEES & COSTS	\$20,000		4. FEES & COSTS	\$20,000
	5. DWELLING EQUIPMENT	\$5,000		5. DWELLING EQUIPMENT	\$5,000
	6. NON-DWELLING EQUIPMENT	\$5,000		6. NON-DWELLING EQUIPMENT	\$5,000
	7. OPERATIONS	\$10,000		7. OPERATIONS	\$10,000
Total CFP Estimated Cost		\$335,000			\$335,000