

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

Summit Housing Authority
Small PHA Plan Update
Annual Plan for Fiscal Year: 2002

**PHA Plan
Agency Identification**

PHA Name: Summit Housing Authority
PHA Number NJ017

PHA Fiscal Year Beginning: (01/2002)

PHA Plan Contact Information:

Name: **Vito A. Gallo, Executive Director**

Phone: **(908) 273-6413**

TDD:

Email (if available): **vgallo@cityofsummit.org**

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

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

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

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

PHA Programs Administered:

- Public Housing and Section 8 Section 8 Only Public Housing Only

**Annual PHA Plan
Fiscal Year 2002**

[24 CFR Part 903.7]

i. Table of Contents

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

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<input checked="" type="checkbox"/> Other (List below, providing each attachment name)	
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Attachment G: Minutes of August 13, 2001 Resident Advisory Board Meeting	

ii. Executive Summary

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

1. Summary of Policy or Program Changes for the Upcoming Year

In this section, briefly describe changes in policies or programs discussed in last year's PHA Plan that are not covered in other sections of this Update.

There are no significant changes in the policies and programs discussed in last year's PHA Plan.

2. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. X Yes No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ _\$309,000.

C. X Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

(1) Capital Fund Program 5-Year Action Plan

The Capital Fund Program 5-Year Action Plan is provided as Attachment __

(2) Capital Fund Program Annual Statement

The Capital Fund Program Annual Statement is provided as Attachment B

3. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes X 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 next component ; if "yes", complete one activity description for each development.)

2. Activity Description

Demolition/Disposition Activity Description (Not including Activities Associated with HOPE VI or Conversion Activities)	
1a. Development name: 1b. Development (project) number:	
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>	
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)	
5. Number of units affected:	
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for units <input type="checkbox"/> Public housing for units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for units (describe below)	
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:	

4. Voucher Homeownership Program

[24 CFR Part 903.7 9 (k)]

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

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

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

- Establishing a minimum homeowner down payment requirement of at least 3 percent and requiring that at least 1 percent of the down payment comes from the family’s resources

- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards
- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

5. Safety and Crime Prevention: PHDEP Plan

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A. Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ _____
- C. Yes No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D. Yes No: The PHDEP Plan is attached at Attachment _____

6. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board (RAB) Recommendations and PHA Response

1. Yes No: Did the HA receive any comments on the PHA Plan from the Resident Advisory Board/s?
 2. If yes, the comments are Attached at Attachment (File name)
 3. In what manner did the PHA address those comments? (select all that apply)
 - The PHA changed portions of the PHA Plan in response to comments
A list of these changes is included
 Yes No: below or
Yes No: at the end of the RAB Comments in Attachment _____.
 - Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the end of the RAB Comments in Attachment _____.
- Other: **The SHA staff held two meetings prior to the adoption of the PHA Plan with the appointed Resident Advisory Board to receive their input. Their**

input and suggestions were considered prior to the formulation of this PHA Annual Plan – 2002. The Minutes of the August 13, 2001 meeting are attached hereto. (see Attachment G)

B. 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: Union County

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

- The PHA has based its statement of needs of families 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 specific initiatives contained in the Consolidated Plan. (list such initiatives below)
- Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency

Yes No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:

CDBG funding for Social Services: Health, Transportation, Social Work, Day Care & Youth Services

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: CDBG grants have been made to support social service programs targeted to our Low Income and elderly tenants., as follows:

**Public Health Nursing Services
Senior Citizen Transportation Services
Social Work Services to Spanish Speaking Tenants
Youth Services
Day Care**

C. Criteria for Substantial Deviation and Significant Amendments

1. Amendment and Deviation Definitions

24 CFR Part 903.7(r)

NOT APPLICABLE

A. Substantial Deviation from the 5-year Plan:

NOT APPLICABLE

B. Significant Amendment or Modification to the Annual Plan:

NOT APPLICABLE

Attachment A
Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
	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
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
	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 (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
	PHDEP-related documentation: <ul style="list-style-type: none"> · Baseline law enforcement services for public housing developments assisted under the PHDEP plan; · Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15); · Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities; · Coordination with other law enforcement efforts; · Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and · All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan. 	Annual Plan: Safety and Crime Prevention
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

PHA Name: Summit Housing Authority	Grant Type and Number NJ39PO175101 Capital Fund Program: <input checked="" type="checkbox"/> Capital Fund Program Replacement Housing Factor Grant No:	Federal FY of Grant: 2001
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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				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration	\$1,000.			
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	\$20,000.			
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	\$288,771.			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	\$309,771.			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Compliance				
23	Amount of line 20 Related to Security				

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary						
PHA Name: Summit Housing Authority		Grant Type and Number NJ39PO175101 Capital Fund Program: <input checked="" type="checkbox"/> Capital Fund Program Replacement Housing Factor Grant No:			Federal FY of Grant: 2001	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies				<input type="checkbox"/> Revised Annual Statement (revision no:)
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost		
24	Amount of line 20 Related to Energy Conservation Measures					

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

PHA Name: Summit Housing Authority		Grant Type and Number Capital Fund Program #: NJ39PO1750101 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2001			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA- Wide	Administrative - Advertising	1410		\$1,000.				
HA- Wide	A & E / Planning Study	1430		\$20,000.				
NJ-17-1/2	Kitchen Cabinet Replacement	1460		\$217,830.				
NJ-17-3	Emergency Response System Upgrade	1460		\$10,000.				
NJ-17-3	Hot Water Heater Replacement	1460		\$60,941.				
TOTAL				\$309,771.				

**Attachment C:
Capital Fund Program 5-Year Action Plan**

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

CFP 5-Year Action Plan		
X Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
NJ-17-1	Glenwood Place	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Replacement of 40 Sliding Door units	\$60,000	2002
Vinyl Floor Encapsulation (30 units)	\$90,000	2002
Window A.C. Bracing	\$2,000	2002
Playground Modifications (to comply with State safety codes)	\$18,000	2003
Total estimated cost over next 5 years	\$170,000	

Attachment C:

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
<input checked="" type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
NJ-17-2	2 Weaver Street Housing	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Roof Replacement	\$30,000	2002
Play Structure Replacement	\$18,000	2002
Exterior Metal Painting	\$7,500	2002
Sidewalk/ADA Work	\$7,500	2002
Masonry/Spalling Repairs	\$2,500	2002
Exterior Metal Door Replacement	\$8,000	2002-2003
Total estimated cost over next 5 years	\$73,500	

Attachment C:

Capital Fund Program 5-Year Action Plan

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

CFP 5-Year Action Plan		
X Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
NJ- 17-3	12 Chestnut Avenue	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Roof Replacement	\$284,000	2006
Window/Door Caulking	\$67,000	2003
Control/Expansion Joint Caulking	\$36,500	2003
Apartment Heat Pump Replacements	\$200,000	2002-2006
Commercial Water Heater Replacement	\$3,000	2003
Removal of Underground Oil Tank	\$7,500	2002
Common Area Interior Painting	\$40,000	2002
Repair of Water Damaged Apartments	\$18,000	2002
Replacement of Hallway Common Area Carpeting	\$30,000	2002
Parking Lot Resurfacing	\$25,000	2004
Elevator Replacement/Repair	\$120,000	2005
Fire Pump Replacement	\$26,500	2005
Roof Mounted Air Handler Replacement	\$20,000	2005
Kitchen Cabinet Replacement	\$90,000	2005
Roof Top Exhaust Fans	\$5,000	2004
Sidewalk Repairs	\$10,000	2003
Total estimated cost over next 5 years	\$982,500	

The Summit Housing Authority does not participate in the PHDEP

Required Attachment D: Resident Member on the PHA Governing Board

1. Yes No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board:

B. How was the resident board member selected: (select one)?

Elected

Appointed

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

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

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 12/31/01

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): Walter D. Long, Mayor and the Common Council of the City of Summit, John Maher, President

Required Attachment E: Membership of the Resident Advisory Board or Boards

List members of the Resident Advisory Board or Boards:

Elaine James
Susan Anderson
MariFrances Abbott

Attachment F:

Small PHA Plan Update Page 14
Table Library

**Capital Fund 2002
Action Plan**

**2 WEAVER
STREET**

ROOF REPLACEMENT	\$30,000
PLAY STRUCTURE REPLACEMENT	\$18,000
EXTERIOR METAL PAINTING	\$7,500
SIDEWALK/ADA WORK	\$2,500
MASONRY SPALLING	\$2,500
EXTERIOR METAL DOOR REPLACEMENT	\$4,000
	<hr/> \$64,500

**GLENWOOD
PLACE**

40 RPLACEMENT SLIDING DOOR UNITS	\$60,000
6 VINYL FLOOR ENCAPSULATION	\$18,000
WINDOW A.C. BRACING	\$2,000
	<hr/> \$80,000

12 CHESTNUT AVENUE

125 APT & COMMON AREA-WINDOW CAULKING	\$25,000
15 HEAT PUMP REPLACEMENTS (\$1,700)	\$25,500
1 COMMERCIAL WATER HEATER REPLACEMENT	\$3,000
REMOVAL OF UNDERGROUND OIL TANK	\$7,500
COMMON AREA - INTERIOR PAINTING	\$20,000
REPAIR OF WATER-DAMAGED APTS	\$10,000
REPLACEMENT OF HALLWAY/COMMON AREA	\$20,000
CARPETING	\$28,500
PARKING LOT RESURFACING	\$25,000
	<hr/> \$164,500

PLAN TOTAL **309,000**

Attachment G:

**MINUTES of RESIDENT ADVISORY BOARD MEETING
August 13, 2001 at 3 p.m. at 12 Chestnut Ave. Arts & Crafts Room**

Present at the Meeting were

**Susan Anderson, 2 Weaver Street Resident Association President
Elaine James, Glenwood Place Resident Association President
Marifrances Abbott, 12 Chestnut Resident Association President
Vito A. Gallo, Executive Director of the Summit Housing Authority**

The Resident Advisory Board reviewed the present status of the 1999 CIAP, the 2000 Capital Grant and the 2001 Capital Grant. A list of the projects funded by these three grants is attached, hereto. It was noted that the 12 Chestnut Roofing/Masonry & Waterproofing work is currently underway; and the kitchen replacement project has commenced with the purchase and installation of 70 new refrigerators.

Presidents Susan Anderson & Elaine James requested the Housing Authority proceed on the kitchens. Mr. Gallo will be recommending to the Commissioners that the SHA proceed to order the 70 gas ranges. The tenant presidents requested that this range replacement work be completed by Thanksgiving.

It was noted that the Authority was proceeding with a Request for Proposals (RFP) for the architectural services to permit the Authority to proceed on all of the other work included in the 2000 and 2001 Capital Grants, including kitchen cabinets, water heater replacements at 12 Chestnut and the installation of bathroom space heaters at 12 Chestnut; as well as possible ADA/ barrier free accessibility projects.

RESIDENT BOARD MEMBERS

Mr. Gallo notified the three members of the Resident Advisory Board of the QHWRA rules concerning Resident Board Members. He pointed out that while the requirement does not apply to housing authorities with fewer than 300 housing units, that the Authority must “provide reasonable notice to the resident advisory board of the opportunity for residents to serve on the governing board.” He agreed to provide the RAB Members with the Federal Register of October 21,1999, which outlines the Resident Board Member regulations. He pointed out that appointment to the Board of Commissioners of the Summit Housing Authority.

DOCUMENTS TO BE FURNISHED TO RESIDENT ADVISORY COMMITTEE

Three documents were discussed, briefly, and will be furnished to the members of the Resident Advisory Committee. These are:

- 1. HUD NOTICE PIH 2000-36 (HA), “Guidance on the Requirement for Appointment and Role of Resident Advisory Board in the Development of Public Housing Agency Plans”**
- 2. HUD NOTICE PIH 2001-4, Instructions for Submitting Public Housing Agency Plans ...”**
- 3. FEDERAL REGISTER for October 21,1999, “Subpart E – Resident Board Members”**

These three (3) documents are attached hereto.

The Resident Advisory Board briefly reviewed the “Summit Housing Authority PHA 5 Year Plan”. In particular the “mission statement” and the specific “goals” of the PHA Plan were reviewed.

RESIDENT EMPLOYMENT President Susan Anderson expressed an interest in the employment of residents in the implementation of the work of the plan. She was particularly interested in the possibility of employing residents to any expansion of the SHA’s maintenance staff, particularly for part-time or weekend employment and for any specific work projects, such as the installation of the replacement ranges.

INITIAL RECOMMENDATIONS FOR CAPITAL PROJECTS FOR the 2002 CAPITAL GRANT
Each of the three presidents had initial recommendations for work items to be included in the Second PHA Plan in the 2001 Capital Fund Grant application.

Weaver Street **President Susan Anderson** stated that her “top priority” was for the consideration of the replacement of the 2 Weaver Street Playground Structure. **She pointed out that the wooden playground structure is deteriorated and is splintering. She expressed an interest in a play structure similar to the one at Glenwood Place. Similarly, she was interested in a small basketball hoop for the children. She pointed out that there is a problem with window drafts, particularly in the bedrooms, some baseboard heating problems and some cracked vinyl floor tile conditions.**

Glenwood Place **President Elaine James** stated that her “top priority” was for the replacement of the large living room sliding glass window units. **She pointed out that they are very drafty in winter.**

12 Chestnut **President Marifrances Abbott** stated that her top concerns were:

- ADA Accessible showers or tubs**
- Barrier-free access to the outside decks, and**
- Improved barrier-free ramps on the grounds at 12 Chestnut**

Mr. Gallo indicated that he would attempt to attach budget estimates of the costs of these possible Capital Fund projects.

TIME TABLE FOR THE ADOPTION OF THE SECOND ANNUAL PLAN

It was noted that HUD requires the submission of the Annual PHA Plan “75 days prior to the beginning of the Authority’s Fiscal Year. Thus, the Housing Authority’s deadline for the adoption of the PHA Annual Plan is October 15,2001.

The final discussion concerned any anticipated HUD-mandated changes to Lease Agreements. Mr. Gallo indicated that he would look into this issue.

**Respectfully submitted
Vito A. Gallo**