

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

Housing Authority of the City of Perth Amboy

PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007

Annual Plan for Fiscal Year 4/01/2003-3/31/2004

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

PHA Plan
Agency Identification

PHA Name: Housing Authority of the City of Perth Amboy

PHA Number: NJ39-P006

PHA Fiscal Year Beginning: (mm/yyyy) 04/2003

Public Access to Information

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

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

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

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

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

5-YEAR PLAN

PHA FISCAL YEARS 2003 - 2007

[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)

The PHA's mission is to provide decent housing, suitable living environments and viable urban communities for economically disadvantaged and disabled persons without discrimination while promoting and enhancing their self-sufficiency and economic development.

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:
Quantifiable Measure: Not less than 150 additional vouchers will be applied for over the next five years.
- ☐ Reduce public housing vacancies:
- ☒ Leverage private or other public funds to create additional housing opportunities:
Quantifiable Measure: In conjunction with the revitalization of Delaney Homes or other alternate site(s), Replacement Housing grant funds and excess operating reserves will be leveraged by not less than 2 times the public housing investment to attract private and other public investment.

Quantifiable Measure: Section 8 vouchers will be utilized to leverage conventional finance to develop an assisted living facility.

- ☐ 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)

- Revitalize or redevelop obsolete public housing.

Quantifiable Measure: If feasible, Delaney Homes or alternate site(s) will be revitalized or redeveloped within the next five years through a mixed finance redevelopment program.

☒ PHA Goal: Increase assisted housing choices

Objectives:

- ☒ Provide voucher mobility counseling:

Quantifiable Measure: 100% of new participants in the Section 8 voucher program will be counseled with regard to housing opportunities and locations available to them.

Quantifiable Measure: 100% existing residents of public housing and recipients of Section 8 assistance will be counseled annually with regard to alternative housing opportunities and locations available to them through the Section 8 voucher program.

- ☒ Conduct outreach efforts to potential voucher landlords

Quantifiable Measure: Not less than (2) two new landlord participants will be attracted annually.

- ☐ Increase voucher payment standards

- ☒ Implement voucher homeownership program:

Quantifiable Measure: Not less than three (3) new participants annually will be attracted annually.

- ☒ Implement public housing or other homeownership programs:

Quantifiable Measure: Not less than two (2) new participants will be attracted annually.

- ☐ Implement public housing site-based waiting lists:

- ☐ Convert public housing to vouchers:

- ☒ Other: (list below)

- Create enhanced living opportunities for low-income elderly residents.
Quantifiable Measure: One (1) enhanced living facility with 50 – 100 apartments will be developed with the next five years.

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:
Quantifiable Measure: The number of assisted families with an employed person will be increased by 10% annually.
 - ☒ Provide or attract supportive services to improve assistance recipients' employability:
Quantifiable Measure: Twenty (20) public housing residents will be assisted annually.
 - ☒ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
Quantifiable Measure: A partnership will be developed with a service provider to provide assistance and services to the proposed assisted living facility during the next five years.
 - ☒ Other: (list below)
 - Increase the number of public housing residents and resident owned businesses employed through Section 3 initiatives.

Quantifiable Measure: The number of residents hired under Section 3 initiatives will increase by 10% annually.

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)

Reduce the isolation of low-income groups

Objectives:

- Implement measures to promote income mixing by bringing higher income public housing households into lower income developments.
Quantifiable Measure: The median income in each family development will be increased by 10% over the next five years.
- Implement measures to deconcentrate poverty by assuring housing opportunities are available to lower income public housing households in higher income neighborhoods.
Quantifiable Measure: Through the use of mobility counseling five (5) public housing residents will chose to move annually to a higher income neighborhood by participating in either the Section 8 voucher program or one of the a homeownership programs.

Annual PHA Plan
PHA Fiscal Year 2002
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

☒ **Standard Plan**

Streamlined Plan:

- ☐ **High Performing PHA**
☐ **Small Agency (<250 Public Housing Units)**
☐ **Administering Section 8 Only**

☐ **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 FY 2003 Annual PHA Plan for the Housing Authority of the City of Perth Amboy was developed by Housing Authority's PHA Planning Group, which includes the Resident Advisory Board. The activities and strategies planned for fiscal year 2003 have been developed to achieve the long range goals and objectives of the Authority's 5-Year Plan and to be consistent with the intent of the Consolidated Plan of the City of Perth Amboy. The Annual Plan consists of seventeen components. The intent of those components are described below.

Housing Needs: The agency has determined that the largest need for affordable housing exists among families with incomes less than 30% of the Area Median Income (AMI). There are insufficient decent affordable rental units available, particularly to families needing units with three or more bedrooms. There is also a need for apartments designed to accommodate physically disabled individuals. There is a need for assisted living facilities for elderly persons requiring supportive services to live independently. The Authority will focus its efforts to meet these needs during this year.

Financial Resources: The Authority anticipates that it will have a total of \$12,802,245 available to operate its various programs and activities during the next year. These funds will be from federal grants received during this year, unobligated funds from federal grants received in previous years, rental income and non-federal income sources.

Policies on Eligibility, Selection and Admissions: The Authority has modified its Admissions and Occupancy Policies for the public housing program and its Administrative Plan for the section 8 program to comply with changes to federal housing

statutes. As part of those changes, the Housing Authority has revised its preference system for both public housing and section 8 admissions. The federal preferences have been modified by the inclusion of a series of local preferences. Those changes will target assistance to meet the determined need, increase the number of working families in the programs, de-concentrate poverty and promote mixed income communities.

Rent Determination Policies: The Housing Authority either sets its public housing rents by at 30% of the adjusted income of the family with several deductions and income disregards to promote resident self-sufficiency or it allows residents to pay a flat rent which is set at the market value of the apartment. The Authority has established the payment standard to set the gross rents (payment to landlord plus utility allowances) for the section 8 programs at 100% of the Fair Market Rents (FMR) for the area. The Housing Authority has also established a \$50.00 minimum rent for both public housing and section 8 programs.

Operations and Management: The Authority owns, maintains and manages 609 conventional public housing units. It also manages 421 tenant based section 8 certificates and vouchers, 15 project based certificates and 160 welfare to work vouchers. The Authority operates a Drug Elimination Program, and Economic Development Program, a Family Self-Sufficiency Program and an Apprentice Training Program for Residents.

Grievance Procedures: The Authority has established written grievance procedures for its public housing program, which have been incorporated in its Admissions and Occupancy Policies. It has also established a written informal review process for its section 8 program that has been incorporated in its Administrative Plan.

Capital Improvement Needs: The Authority has established the capital needs that it intends to address during this year and in subsequent years. These needs are detailed in the Capital Fund Annual Statement and the Capital Fund 5-Year Action Plan, which are attached to this document. The Authority has \$681,595 of unobligated funds from previous capital grants (as of 9/30/2001) and anticipates an additional \$1,200,000 (not including Replacement Housing Factor grant) of capital funds in FY 2002. The Housing Authority will use these funds for various capital improvements at the following developments:

- William A. Dunlap Homes, NJ 006-001
- John A. Delaney Homes, NJ 006-002 (emergency repairs only)
- Richard F. Stack Apartments, NJ 006-004
- Wesley T. Hansen Apartments, NJ 006-005

A portion of the funds will also be used for various resident self-sufficiency and management improvement programs.

The Housing Authority will plan to completely redevelop Delaney Homes or alternate site(s) as a mixed income/mixed finance development. It will also conduct preliminary planning to develop an enhanced living facility as part of this redevelopment.

Demolition and Disposition: The current plans for the redevelopment of Delaney Homes include the demolition of the existing units, and the Housing Authority may apply to HUD for authority to demolish Delaney Homes in FY 2003

Designation of Housing: The Housing Authority does not plan to designate any of its developments for the exclusive occupancy of elderly households. It also has no plans to designate any of its development for the exclusive occupancy of disabled households.

Conversions of Public Housing: The Housing Authority is not required by HUD or does not intend to voluntarily convert any of its conventional public housing developments to tenant based vouchers.

Homeownership: The Housing Authority presently has developed a homeownership program in conjunction with its Section 8 Family Self-Sufficiency Program. It expects to have placed 2 additional qualified families into homeownership by the end of FY 2003.

Community Service Programs: The Housing Authority operates a number of programs that are geared to providing supportive service and enhancing the self-sufficiency of its residents. It operates a Family Self-Sufficiency (FSS) program and an Economic Development and Supportive Service (EDSS) Program that are available to both public housing and section 8 residents and are geared to promoting economic self-sufficiency. It also operates a Painters Apprentice Program, which provides job training to public housing residents. In conjunction with the new Welfare to Work Vouchers, which the Authority was recently granted, there will be an extensive counseling program geared to eliminating impediments to self-sufficiency.

Crime and Safety: In conjunction with the Perth Amboy Police Department, the Housing Authority has conducted an assessment of crime and safety issues and has developed a series of activities geared to sustaining and improving the overall safety of public housing developments. In doing its modernization work, the Authority utilizes design features that have been proven to improve security and safety. The Authority also has targeted recreation and training programs to at risk youth. Most importantly, it has forged a cooperative relationship with the Perth Amboy Police Department to prevent crime in public housing. The developments that are most affected are:

- William A. Dunlap Homes
- John A. Delaney Homes
- George J. Otowski Sr. Gardens

Asset Management: In conjunction with the preparation of the 5-Year Plan last year, the Housing Authority assessed its entire portfolio of public housing properties and the market place. The results of that assessment form the basis for the long-term strategic planning decisions for the Authority.

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:

- A. Admissions and Occupancy Policy, Attachment A (**nj006a01.doc**)
- B. FY 2002 Capital Fund Program Annual Statement, Attachment B (**nj006b01.doc**)
- C. FY 2002 Capital Fund Program 5 Year Action Plan Attachment C (**nj006c01.doc**)
- D. PHA Management Organizational Chart, Attachment D (**nj006d01.doc**)
- E. Pet Policy, Attachment E (**nj006e01.doc**)
- F. Section 8 Administrative Plan Attachment F, (**nj006f01.doc**)
- G. Family Self Sufficiency Program Action Plan, Attachment G(**nj006g01.doc**)
- H. Report on Progress in Meeting the Goals of the Five Year Plan, Attachment H (**nj006h01.doc**)
- I. Report on Comments Received During the Advisory Process, Attachment I (**nj006i01.doc**)

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 Component Plan
	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	5 Year and Annual Plans
	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
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	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
<input checked="" type="checkbox"/>	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 Component Plan
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
Under Construction	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
<input checked="" type="checkbox"/>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<input checked="" type="checkbox"/>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<input checked="" type="checkbox"/>	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.	Annual Plan: Annual Audit

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Component Plan
	S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,105	5	4	3	5	5	1
Income >30% but <=50% of AMI	1,240	4	3	3	5	4	1
Income >50% but <80% of AMI	418	3	3	3	5	3	1
Elderly	800	4	2	2	5	1	1
Families with Disabilities	N/A	4	5	3	5	3	1
All Minorities	N/A	4	3	3	5	4	1
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

☒ Consolidated Plan of the Jurisdiction/s
Indicate year: 2000

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

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

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

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	586		
Extremely low income <=30% AMI	490	84%	
Very low income (>30% but <=50% AMI)	84	14%	
Low income (>50% but <80% AMI)	12	2%	
Families with children	205	35%	
Elderly families	256	44%	
Families with Disabilities	125	21%	
White	0	0%	
Black	55	9.4%	
Indian	2	0.3%	
Asian	7	1.2 %	

Housing Needs of Families on the Waiting List			
Hispanic	524	89.1%	
Characteristics by Bedroom Size (Public Housing Only)			
0BR	122	21%	
1BR	241	42%	
2 BR	106	18%	
3 BR	89	15%	
4 BR	20	3%	
5 BR	2	>1%	
5+ BR	0	0%	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes*</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 25 months</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>*The public housing waiting list for elderly/disabled families is open.</p>			

Housing Needs of Families on the Waiting List			
<p>Waiting list type: (select one)</p> <p><input checked="" type="checkbox"/> Section 8 tenant-based assistance</p> <p><input type="checkbox"/> Public Housing</p> <p><input type="checkbox"/> Combined Section 8 and Public Housing</p> <p><input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)</p> <p>If used, identify which development/subjurisdiction:</p>			
Housing Needs of Families on the Waiting List			
Section 8			
	# of families	% of total families	Annual Turnover
Waiting list total	215		
Extremely low income <=30% AMI	148	69%	
Very low income (>30% but <=50% AMI)	67	31%	
Low income			

Housing Needs of Families on the Waiting List			
(>50% but <80% AMI)	0	0%	
Families with children	189	88%	
Elderly families	15	7%	
Families with Disabilities	12	6%	
White	160	74%	
Black	54	25%	
Indian	1	>1%	
Asian	0	0%	
Hispanic	151	70%	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 42</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Welfare to Work eligible families</p>			

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)

Need: Specific Family Types: Families at or below 30% of median**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

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

Need: Specific Family Types: Families at or below 50% of median**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

Need: Specific Family Types: The Elderly**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

- Converting a number of existing tenant-based vouchers to project based units and target them to leverage the development of an *enhanced* diving facility for low-income elderly residents.

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 2003 grants)		
a) Public Housing Operating Fund	2,500,000	
b) Public Housing Capital Fund	1,200,000	
c) Annual Contributions for Section 8 Tenant-Based Assistance	5,300,000	
d) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
e) Resident Opportunity and Self-Sufficiency Grants	305,000	
f) Community Development Block Grant	43,650	Recreation Programs
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Public Housing Capital Funds	1,106,771	Planned Modernization and Management Improvements
Public Housing Drug Elimination Program	0	Planned Drug Prevention & Public Safety Activities
3. Public Housing Dwelling Rental Income	2,100,000	Public Housing Operations
4. Non-federal sources		
Section 8 Administrative Fee Reserves	620,000	Acquisition of property and establishing an Agency-wide Homeownership Program, Recreation Program and Management Information Systems Administration
State of NJ – Summer Nutrition	100,000	Summer Food Program
Total resources	13,275,421	

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: - within 5 families.
- ☒ When families are within a certain time of being offered a unit: - 60 days
- ☐ 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)

- 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)

- Reasons of individual safety (e.g., incidences of domestic violence, victim of reprisal or hate crimes)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☒ Veterans and veterans' families
- ☐ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)
 - Applicants on the waiting list for more than five (5) years.

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.

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- ☐ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☐ Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)
- Applicants on the waiting list for more than five (5) years

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:
Dunlap Homes
Delaney Homes
- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☒ Other (list policies and developments targeted below)
- Establishing new admission preferences that gives preferences to working families.

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)
 - Family's Rental History
 - Housekeeping
- 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)
 - Name and phone number of previous landlords

(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:

- Cannot find suitable housing and search is documented
- Medical or health problems of family members

(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)
 - Applicants on the waiting list for more than five (5) years.
 - Relocation of public housing tenant to protect health and safety of the tenant or other public housing tenants.
 - Relocation to accommodate eligible public housing resident to participate in the homeownership program.
 - Relocation to accommodate the employment, training or education of the head of a public housing household or his/her spouse.

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.

1 Date and Time

Former Federal preferences

- 1 Involuntary Displacement
- 3 Displacement by Fire, Flood, Natural Disaster, Condemnation, Government Action or Victim of Domestic Violence
- 1 Substandard housing
- Homelessness
- 1 High rent burden

Other preferences (select all that apply)

- 1 Working families and those unable to work because of age or disability
- 1 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
- 15 Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

- Applicants on the waiting list for more than five (5) years 1 point
- Relocation of public housing tenant to protect health and safety of the tenant or other public housing tenants. 15 points

- Relocation to accommodate public housing modernization needs 12 points
 - Relocation to accommodate eligible public housing resident to participate in the homeownership program. 10 points
 - Relocation to accommodate the employment, training or education of the head of a public housing household or his/her spouse. 10 points
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:

- Family has lost eligibility for or is awaiting an eligibility determination for inclusion in a Federal State or local assistance program.
- Family would be evicted as a result of the imposition of the minimum rent.
- Income of the family has decreased because of change in circumstances including loss of employment.
- Death in the family has occurred.
- Other circumstances determined on a case by case basis by the Authority.

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)
- For the earned income of a household member previously on welfare
 - For an increase in income resulting from participation in a self-sufficiency or training program.

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)

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

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

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

- ☒ Annually
- ☐ Other (list below)

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

- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☐ Other (list below)

(2) Minimum Rent

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

- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50

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

- Family has lost eligibility for or is awaiting an eligibility determination for inclusion in a Federal State or local assistance program.
- Family would be evicted as a result of the imposition of the minimum rent.
- Income of the family has decreased because of change in circumstances including loss of employment.
- Death in the family has occurred.
- Other circumstances determined on a case by case basis by the Authority.

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. - **See Attachment D**
- ☐ A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	609	50
Section 8 Vouchers	596	30
Section 8 Certificates	0	0
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Section 8 Project Based	15	1
Welfare to Work Vouchers	160	160
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Economic Development and Supportive Services (EDDS)	512	N/A
Family Self Sufficiency	228	N/A
Painter Apprenticeship Program	512	N/A

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)

- Personnel Policy
- Maintenance Plan.

(2) Section 8 Management: (list below)

- Administrative Plan

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) **Attachment B**

-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) **Attachment C**

-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:

- Delaney Homes

- ☒ 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:

- Revitalization of Delaney Homes using Replacement Housing grant monies to leverage additional funding.

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: John A. Delaney Homes
1b. Development (project) number: NJ39-P006-002
2. Activity type: Demolition <input checked="" type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(03/31/2003)</u>
5. Number of units affected: 252
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: 01/02/2004 b. Projected end date of activity: 12/31/2005

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: <u>(DD/MM/YY)</u>
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? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? DD/MM/YY

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)
Family Self Sufficiency Plan	300	First Come/ First Serve	Administrative Office	Both
Painters Apprenticeship Program	5	By application and interview – minimum criteria	Administrative Office	Public Housing
Welfare to Work Vouchers	160	Waiting List/Eligibility criteria	Administrative Office	Section 8
ROSS	\$150,000	Random Selection	Administrative Office	Both

(2) Family Self Sufficiency program/s

A. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: 9/30/2002)
Public Housing	0	46
Section 8	111	182

- 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:

N/A- The Housing Authority is maintaining the minimum program size.

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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

- Dunlap Homes
- Delaney Homes
- Otlowski Gardens

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)

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

- Dunlap Homes
- Delaney Homes
- Otlowski Gardens

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)
 - Joint Authority and Police enforcement of anti-loitering ordinances on Authority property.

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

- Dunlap Homes
- Delaney Homes
- Otlowski Gardens

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 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 2002 in this PHA Plan?

☒ Yes ☐ No: This PHDEP Plan is include as **Attachment E (nj006e02.doc)**.

14. PET POLICY

[24 CFR Part 903.7 9 (n)]

The PHA's Pet Policy is included as **Attachment E (nj006e01.doc)**.

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)
 - Planning for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan.
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
 - ☐ Attached at Attachment (File name)
 - ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
 - ☒ Considered comments, but determined that no changes to the PHA Plan were necessary.
 - ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
 - ☐ Other: (list below)

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

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

3. Description of Resident Election Process

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

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (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: City of Perth Amboy
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

- ☐ Other: (list below)

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

D. Other Information Required by HUD

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

Attachments

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

- A. Admissions and Occupancy Policy
(nj006a01.doc)
- B. FY 2002 Capital Fund Program Annual Statement
(nj006b01.doc)
- C. FY 2002 Capital Fund Program 5 Year Action Plan
(nj006c01.doc)
- D. PHA Management Organizational Chart
(nj006d01.doc)
- E. Pet Policy
(nj006e01.doc)
- F. Section 8 Administrative Plan
(nj006f01.doc)
- G. Family Self Sufficiency Program Action Plan
(nj006g01.doc)
- H. Report on Progress in Meeting the Goals of the Five Year Plan
(nj006h01.doc)
- I. Report on Comments Received During the Advisory Process
(nj006i01.doc)

Attachment A

Admissions and Occupancy Policy Governing HUD-Aided Low Rent Public Housing Operated by the Housing Authority of the City of Perth Amboy

1. ELIGIBILITY FOR ADMISSION AND PROCESSING OF APPLICATIONS

A. Nondiscrimination

(1) It is the policy of the Perth Amboy Housing Authority (hereafter the HA) to comply with all applicable laws relating to Civil Rights, including Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988), Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern), any applicable State laws or local ordinances and any legislation protecting the individual rights of tenants, applicants or staff that may subsequently be enacted. (Required 24 CFR § 960.203)

(2) The HA shall not discriminate because of race, color, sex, religion, familial status, disability, national origin in the leasing, rental, or other disposition of housing or related facilities, including land, that is part of any project or projects under the HA's jurisdiction covered by a contract for annual contributions under the United States Housing Act of 1937, as amended, or in the use or occupancy thereof. (Required, 24 CFR § 100.5)

(3) The HA shall not, on account of race, color, sex, religion, familial status, disability, or national origin:

- (a) Deny to any family the opportunity to apply for housing, nor deny to any qualified applicant the opportunity to lease housing suitable to its needs;
- (b) Provide housing which is different from that provided others;
- (c) Subject a person to segregation or disparate treatment;
- (d) Restrict a person's access to any benefit enjoyed by others in connection with the housing program;
- (e) Treat a person differently in determining eligibility or other requirements for admission;
- (f) Deny a person access to the same level of services; or

Attachment A

(g) Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the housing program.

(4) The HA shall not automatically deny admission to a particular group or category of otherwise qualified applicants (e.g., families with children born to unmarried parents, elderly families with pets, or families whose head or spouse is a student). Each applicant in a particular group or category must be treated on an individual basis in the normal processing routine. (24 CFR § 960.205)

(Under certain very specific conditions described in the Housing and Community Development Act of 1992, the HA is permitted to designate occupancy of certain developments for older persons (including elderly people with disabilities).

(5) The HA will identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504, and the Fair Housing Amendments Act of 1988 the HA will make structural modifications to its housing and non-housing facilities (24 CFR §§ 8.21, 8.23, 8.24, and 8.25) make reasonable accommodations (24 CFR § 100.204), or combinations of the two, to permit people with disabilities to take full advantage of the housing program.

In making reasonable accommodations or structural modifications for otherwise qualified persons with disabilities, the HA is not required to:

(1) In an existing housing program, make each of its existing facilities accessible [24 CFR § 8.24 (a) (1)]; or make structural alterations when other methods can be demonstrated to achieve the same effect; [24 CFR § 8.24 (b)]

(2) Make structural alterations that require the removal or altering of a load-bearing structural member [24 CFR § 8.32 (c)]

(3) Provide an elevator in any multifamily housing project solely for the purpose of locating accessible units above or below the grade level; [24 CFR § 8.26]

(4) Take any action that would result in a fundamental alteration in the nature of the program ; [24 CFR § 8.24 (a) (2)]

(5) Take any action that would result in an undue financial and administrative burden on the Authority. [24 CFR § 8.24 (a) (2)]

(6) The HA will not permit these policies to be subverted to do personal or political favors. Accepting an applicant from a lower waiting list position before one in a higher position violates policy, federal law, and the civil rights of the other families on the waiting list. (24 CFR § 906. 204 (a)(3)(ii))

Attachment A

B. Accessibility and Plain Language

(1) Facilities and programs used by residents must be accessible. Application and management offices, hearing rooms, community centers, laundry facilities, craft and game rooms and so on must be available for use by residents with a full range of disabilities. If these facilities are not already accessible (and located on accessible routes), they will be made so, subject to the undue financial and administrative burden test. (24 CFR § 8.20 and 8.21)

(2) Documents intended for use by applicants and residents will be made available in formats accessible for those with vision or hearing impairments (24 CFR § 8.6). Equally important, the documents should be written simply and clearly to enable applicants with learning or cognitive disabilities to understand as much as possible. If required by local law, documents may have to be translated into languages other than English.

(3) Some of the concepts that must be described relative to eligibility, rent computation, applicant screening, reasonable accommodations, and lease compliance are complicated, but offering examples will help applicants and residents understand the issues involved. In writing materials to be used by applicants and residents, the HA staff must keep in mind that mental retardation, learning disabilities and cognitive disabilities may affect the applicant's ability to read or understand - so rules and benefits may have to be explained verbally - perhaps more than once. (24 CFR § 8.6)

(4) At the point of initial contact the HA staff will ask all applicants whether they need some form of communication other than plain language paperwork. Alternative forms of communication might include: sign language interpretation, having materials explained orally by staff, either in person or by phone, large type materials, information on tape, and having someone (friend, relative or advocate) accompany the applicant to receive, interpret and explain housing materials. (24 CFR § 8.6)

(5) Some applicants will not be able to read (or to read English), so intake staff must be prepared to read and explain anything that they would normally hand to an applicant to be read or filled out. Applicants who read or understand little English may furnish an interpreter who can explain what is going on. The HA is not required to pay the costs associated with having a foreign language interpreter (as they are for a sign language interpreters for the hearing impaired [24 CFR § 8.61) because the Fair Housing law makes no such requirement (although, in some, localities, State or local law might do so).

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(6) At a minimum the HA will prepare the following information (as needed) in plain language accessible formats:

- Marketing and informational materials
- Information about the application process
- The application form
- All form letters, notices, to applicants and residents
- General statement about reasonable accommodation
- Orientation materials for new residents
- The lease and house rules (if any)
- Guidance or instructions about care of the housing unit
- Information about opening, updating or closing the waiting list
- All information related to applicant's rights (to informal hearings, etc.)

C. Marketing

(1) It is the policy of the HA to conduct outreach as needed to maintain an adequate application pool representative of the eligible population in the area. Outreach efforts will take into consideration the level of vacancy in the HA's units, availability of units through turnover, and waiting list characteristics. The HA will periodically assess these factors in order to determine the need for and scope of any marketing efforts. (Not a HUD requirement, the HA option, best practice)

(2) Marketing and informational materials will be subject to the following:

- (a) All marketing materials must comply with Fair Housing Act requirements with respect to wording, logo, size of type, etc. [24 CFR §109.30(a)];
- (b) Marketing should describe the housing units, application process, waiting list and preference structure accurately;
- (c) Marketing should be "plain language" and should use more than strictly English-language print media.
- (d) An effort should be made to target all agencies that serve and advocate for potentially qualified applicants (e.g. the disabled, to ensure that accessible/adaptable units are used by people who can best take advantage of their features).
- (e) Marketing materials should make clear who is eligible: individuals and families, people with both physical and mental disabilities.
- (f) The HA's responsibility to provide reasonable accommodations to people with disabilities should be made clear.

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D. Waiting List Management

It is the policy of the HA to administer its waiting list as required by the regulations. (24 CFR §§ 5, 912, 945, 960.201 through 960.215.)

(1) Organization of the Waiting List

It is the HA's policy that each applicant shall be assigned his/her appropriate place in a single Public Housing Application Pool. Placement on the various sub-lists shall be based upon date and time the application is received, suitable type or size of unit, and factors affecting preference or priority. Preference and priority factors are established in this policy in accordance with HUD regulations and are consistent with the objectives of Titles VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1968 and the HUD regulations and requirements pursuant thereto. [24 CFR §§ 1.4 (b) (2) (ii) and 100; 24 CFR §§ 912.3, 945.303, 960.211, and 960.401]

The Executive Director or a designee shall review the accuracy of the preference points to assure proper placement on the list.

(2) Opening and Closing Waiting Lists

(a) The HA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. The HA may open or close the list by preference category. See (c) below (24 CFR § 960.211).

(b) The HA will update the waiting list periodically by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by telephone or mail. (Not a HUD requirement, the HA optional best practice) At the time of initial intake, the HA will advise families of their responsibility to notify the HA when mailing address or phone numbers change.

(c) If the HA's highest waiting list preference category has sufficient applications to fill anticipated vacancies for the coming 12 months, the HA may elect to: (a) close the waiting list completely; (b) close the list during certain times of the year; or (c) restrict intake by preference, type of project, or by size and type of dwelling unit [24 CFR 960.211(c)].

(d) Decisions about closing the waiting list will be based on the number of applications available for a particular size and type of unit, the number of applicants who qualify for a preference, and the ability of the HA to house an applicant in an appropriate unit within a reasonable period of time [24 CFR

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960.211(c)]. A decision to close the waiting the HA's, restricting intake, or opening the waiting lists will be publicly announced.

(3) Determining if the Waiting List may be Closed

Pursuant to the above conditions, the HA Board of Commissioners shall approve closure of the Waiting List. Announcements shall be posted at the HA Administrative Office.

(4) Change in Preference Status While on the Waiting List

(a) Occasionally families on the waiting list who did not qualify for a preference at the time of application intake will experience a change in circumstances that qualifies them for a preference. In such instances, it will be the family's duty to contact the HA so that their status may be rectified or, depending on application processing status, revived.

(b) To the extent that the HA determines that the family does now qualify for a preference, they will be moved up on the waiting list in accordance with their preference(s), and their date and time of application. [24 CFR § 960.212 (c)(2)] They will then be informed in writing of how the change in status has affected their place on the waiting list.

(5) Removal of Applications from the Waiting List

(a) Applicants shall be removed from the waiting list if they are determined to be ineligible for assistance (i.e. over-income, criminal record, ineligible alien, etc.).

(b) Applicants who fail to respond to a HA letter and otherwise fail to express continued interest shall be removed from the List.

(c) Fire victims who did not previously have an application at the time of the fire, will be removed from the waiting list after two months if the Housing Authority is unable to assist them.

(d) Inactive Applications shall be retained by the HA for a period of five years.

(e) Once an Applicant is removed from the Waiting List, the Applicant will be required to reapply and shall be assigned a new application date.

E. Qualification for Admission

(1) It is the HA's policy to admit only qualified applicants.

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- (2) An applicant is qualified if he or she meets all of the following criteria:
- (a) Is a family as defined in Section 9, Definition 19, of this policy;
 - (b) Heads a household where all members of the household are citizens or eligible noncitizens; (24 CFR § 200, and §912.5 through 912.14)
 - (c) Has an Annual Income at the time of admission that does not exceed the Low Income Limits for occupancy established by the Department of Housing and Urban Development, and posted in the HA offices. As per HUD requirements, 60 percent of admissions made within each HA fiscal year can not exceed 80% of median income. 40 percent of admissions during this same period must not exceed 30 percent of median income.
 - (d) Provides a Social Security number for all family members, age 6 or older, or can document and certify that they do not have Social Security numbers; (24 CFR § 913.109)
 - (e) Meets or exceeds the Applicant Selection Criteria set forth in Section 1. H.of these policies. (24 CFR § 960.205)

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F. Processing Applications

(1) Interviews and Verification Process

(a) As families approach the top of the waiting list, the following items will be verified:

- (i) Family composition and type (Elderly/nonelderly)
- (ii) Annual Income
- (iii) Assets and Asset Income
- (iv) Allowance Information
- (v) Preferences
- (vi) Social Security Numbers of all Family
- (vii) Information Used in Applicant Screening
- (viii) Citizenship or eligible immigration status

(b) The HA's shall obtain written third party verification to substantiate applicant or resident claims. Applicants must cooperate fully in obtaining or providing the necessary verifications.

(c) Verification of citizenship or eligible immigration status shall be carried out pursuant to 24 CFR § 912.8 using the Immigration and Naturalization Service's (INS) SAVE system and, if needed, a manual search of INS records.

(2) Applicants Reporting Zero Income

Applicants reporting zero income will be asked to complete a family expense form. This form will be the first form completed in the interview process. The form will ask residents to estimate how much they spend on: food, beverages, transportation, health care, child care, debts, household items, etc. It will also ask applicants about the status of any application or benefits through AFDC or other similar programs.

(3) Records

The HA's records with respect to applications for admission to any low-income housing assisted under the United States Housing Act of 1937, as amended, shall indicate for each application the date and time of receipt; the determination by the HA as to eligibility or ineligibility of the applicant; when eligible, the unit size for which eligible, the preference rating, if any, and the date, location, identification, and circumstances of each vacancy offered and accepted or rejected.

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G. The Preference System

It is the HA's policy that a preference does not guarantee admission. Preferences are used to establish the order of placement on the waiting list. Every applicant must still meet the HA's Resident Selection Criteria (described later in this policy) before being offered a unit. Preferences will be granted to applicants who are otherwise qualified and who, at the time they are certified for admission meet the definitions of the preferences described below.

1. General Guidelines

- (a) Applicants will be selected based on preferences and date and time of application.
- (b) The HA will also offer units to existing residents on the transfer list. Some types of transfers are processed ahead of new admissions (e.g. emergencies) and some types of transfers are processed with new admissions using a ratio determined by the HA. (See Section 2. E. of this policy for processing of transfers with new admissions.)
- (c) The HA will also offer unit to families with a court ordered admission (if applicable). Court ordered new admissions take priority over families with preferences.
- (d) If there are no applicants on the waiting list(s) that qualify for the preferences, otherwise eligible non-preference families will be selected.
- (e) The HA will not hold units vacant for prospective applicants with preferences, nor will it relax eligibility or screening criteria to admit otherwise unqualified applicants with either preferences.

(2) Family vs. Unit Characteristics

- (a) Factors other than preferences that affect the selection of applicants from the waiting list [24 CFR § 960.211 (b)(1)] - Before applying its preference system, the HA will first match the characteristics of the available unit to the applicants available on the waiting lists. Factors such as unit size, accessible features, or units in housing designated for the elderly or disabled, limit the admission of families to those households whose characteristics "match" the characteristics and features of the vacant unit available.

By matching unit and family characteristics, it is possible that families lower on the waiting list may receive an offer of housing ahead of families with an earlier date and time of application, or ahead of families with preferences e.g. the next

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unit available is an accessible unit and the only applicant family needing such features is in the non-preference pool.

(b) Factors other than the preference system that affect applicant selection for unit offers are described below:

(a) When selecting a family for a unit with accessible features, the HA will give a preference to families that include persons with disabilities who can benefit from the unit's features.

(b) If no family can be found for a unit with accessible features, the HA will house a family not needing the unit features subject to the procedures described in the Tenant Selection and Assignment Plan, described later in this policy. Under this policy a non-disabled family in an accessible unit can be required to move so that a family needing the unit features can take advantage of the unit.

(c) Residents of Perth Amboy will be selected ahead of non-resident applicants. A resident is a person who lives or works in Perth Amboy.

(d) When selecting a family for a unit in public housing, elderly or disabled families and elderly and disabled single persons have preference over single persons who are neither elderly nor disabled.

(e) When there are insufficient elderly or disabled families on the waiting list, near-elderly families (head or spouse ages 50 to 61) will receive a preference for this type of unit over single persons.

(f) Any admission mandated by court order related to desegregation or Fair Housing and Equal Opportunity will take precedence over the Preference System. Other admissions required by court order will also take precedence over the Preference System. If permitted by the court order, the HA may offer the family a housing certificate or voucher.

(g) The HA may skip applicants on the waiting list if, in accordance with its deconcentration plan, it is necessary to reach a lower income family for a vacancy in a higher income building or development, or to reach a higher income family for a vacancy in a lower income building or development.

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(3) Employment Preference:

(a) To receive the local employment preference the applicant family must have at least one family member, age 18 or older, employed at the time of the HA's offer of housing. Employment at the time of the offer must be for the 90 day period immediately prior to the offer of housing and provide a minimum of 20 hours of work per week for the family member claiming the preference.

(b) Employment periods may be interrupted but to claim the preference a family must have an employed family member prior to the actual offer of housing as described above.

(c) A family member that leaves a job after receiving benefit of the preference will be asked to document the reasons for the termination. Someone who quits work (as opposed to layoff, or taking a new job) will be considered to have misrepresented the facts to the HA and will have their assistance terminated.

(d) The amount earned shall not be a factor in granting this local preference. This local preference shall also be available to a family if the head, spouse, or sole member is 62 or older, or is receiving social security disability, or SSI disability benefits, or any other payments based on the individual's inability to work.

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(3) Preference Point System

The application pool shall be divided into sub-lists according to bedroom size and residency status (Perth Amboy residents and non-residents).

On each list, applicants will be ranked according to the following:

- 1) Highest Points Accumulated
- 2) Time and Date of Application

Preferences

Rent Burdened (1 point)

Involuntarily Displaced (1 point)

Substandard Housing (1 point)

Subtotal: _____ (Maximum 3 Points)

Additional

Displaced by Fire, Flood, Natural Disaster or condemnation of a unit by a local or state governmental agency, and for which such action was not the result of neglect or intentional act of the applicant or member of the household. Displaced as a result of domestic violence. _____ (3 Points)

Veteran of a Foreign War (Head Of HH only) _____ (1 Point)

Working Family (or age 62 or older, or disabled) _____ (1 Point)

Applications over 5 yrs. or 1992 applications _____ (2 Point)
_____ (3 points)

TOTAL POINTS _____

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(5) Administration of the Preferences

- (a) The HA requires applicant verification for a preference at the time of initial application.
- (b) At the time of initial application, the HA will use a preference checklist or other form to obtain the family's certification that it qualifies for a preference. At the initial application interview the family will be advised to notify the HA of any change that may affect their ability to qualify for a preference.
- (c) Applicants that are otherwise eligible and are verified as qualifying for a preference will be placed on the waiting list in the preference applicant pool.
- (d) Families that lose their original preference, but still qualify for another preference, will be placed on the waiting list in accordance with their current preference status. Families that cannot qualify for any of the preferences will be moved into a non-preference category, in a lower position on the waiting list based on date and time of application.

H. Applicant Selection Criteria

It is the HA's policy that all applicants should be screened in accordance with HUD regulations (24 CFR Part 960) and sound management practices. During screening the HA will require applicants to demonstrate ability to comply with essential provisions of the lease as summarized below.

- (1) All applicants must demonstrate through an assessment of current and past behavior the ability:
 - (a) to pay rent and other charges as required by the lease in a timely manner;
 - (b) to care for and avoid damaging the unit and common areas;
 - (c) to use facilities and equipment in a reasonable way;
 - (d) to create no health, or safety hazards, and to report maintenance needs;
 - (e) not to interfere with the rights and peaceful enjoyment of others, and to avoid damaging the property of others;
 - (f) not to engage in criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents or staff; and not to engage in drug-related criminal activity on or off the HA premises;

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(g) to comply with necessary and reasonable rules and program requirements of HUD and the HA; and,

(h) to comply with health and safety codes.

(2) Procedures

(a) The HA will conduct a detailed interview of all applicants using an interview checklist. The checklist is part of the screening procedures used in support of this policy. The form will ask questions based on the essential elements of tenancy. Answers will be subject to third party verification. [24 CFR §960 ... 206 (a) &(b)]

(b) The HA will complete a credit check and a rental history. check on all applicants. (Not a HUD requirement. the HA option, best practice)

(c) Payment of funds owed to the HA is part of the screening evaluation. Payment of outstanding balances is an opportunity for the applicant to demonstrate an improved track record. The HA will consider any past balances owed the HA by the applicant for any program that the HA operates. The HA expects these balances to be paid in full (either in a lump sum or over time) before initiating the full screening process. The HA will not admit families who owe back balances. (See § 960.205 (b)(1) (Not a specific HUD requirement. the HA option, best practice)

(d) The HA will complete a criminal background check on all applicants including other adult members in the household or any member for which criminal records are available. [24 CFR 960.205 (b)(3)] The cost of criminal background checks shall be paid for by the HA.

(i)- A record of disturbance of neighbors (disturbances sufficient to warrant a police call) destruction of property, or living or housekeeping habits at present or prior residences which may adversely affect the health, safety, or welfare of other tenants or neighbors. [24 CFR § 960.205 (b) (2)]

(ii)- Any history of criminal activity on the part of all applicant family member involving crimes of physical violence to persons or property and other criminal acts including drug-related criminal activity which would adversely affect the health, safety, or welfare of other residents or staff or cause damage to the unit or the development. (24 CFR § 960.205 (b) (3) and the Anti-Drug Act of 1988)

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(e) A home visit will be conducted to determine if the applicants current housekeeping is in keeping with HS standards and to determine if the applicant is likely to uphold lease requirements regarding housekeeping and damage to the unit and common areas. This inspection will be done without prior notice to the applicant to avoid allowing the family to alter its normal living style to pass the inspection.

(f) Applicants must be able to demonstrate the ability and willingness to comply with the terms of the HA's lease, either alone or with assistance which they can demonstrate that they have or will have at the time of admission. (24 CFR § 8.2 Definition: Qualified Individual with Handicaps) Availability of assistance is subject to verification by the HA.

(3) Misrepresentations

An applicant's intentional misrepresentation of any information related to eligibility, award of preference for admission, housing history, allowances, family composition or rent will result in rejection. [24 CFR § 913.109 (b) & § 760.3]

(4) Mitigating Circumstances

(a) If unfavorable information is received about an applicant, consideration shall be given to the time, nature, and extent of the applicant's conduct and to factors that might indicate a reasonable probability of favorable future conduct. To be factored into the HA's screening assessment of the applicant, mitigating circumstances must be verifiable. [24 CFR §960.205(d)]

(b) Mitigating circumstances are facts relating to the applicant's record of unsuitable rental history or behavior, which, when verified, would indicate both: (1) the reason for the unsuitable rental history and/or behavior; and (2) that the reason for the unsuitable rental history and behavior is no longer in effect or is under control, AND applicant's prospect for lease compliance is an acceptable one, justifying admission. Mitigating circumstances may overcome or outweigh information already gathered in the screening process.

(c) If the mitigating circumstances claimed by the applicant relate to a change in disability, medical condition or course of treatment, the HA shall have the right to refer such information to persons qualified to evaluate the evidence and verify the mitigating circumstance. The HA shall also have the right to request further information reasonably needed to verify the mitigating circumstance, even if such information is of a medically confidential nature. Such inquiries will be limited to the information necessary to verify the mitigating circumstances or, in the case of a person with disabilities, to verify a reasonable accommodation.

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- (d) Examples of mitigating circumstances might include: (24 CFR § 960.205)
 - (i) Evidence of successful rehabilitation;
 - (ii) Evidence of the applicant family's participation in social service or other appropriate counseling service.
 - (iii) Evidence of successful and sustained modification of previous disqualifying behavior.
- (e) Consideration of mitigating circumstances does not guarantee that applicant will qualify for admission. The HA will consider such circumstances in light of: the applicant's ability to substantiate through verification the claim of mitigating circumstances and his/her prospects for improved future behavior; and
 - (i) the applicant's overall performance with respect to all the screening requirements; and,
 - (ii) the nature and seriousness of any criminal activity, especially drug related criminal activity that appears in the applicant's record.

5. Qualified and Unqualified Applicants

- (a) Verified information will be analyzed and a determination made with respect to:

Eligibility of the applicant as a family; (See 24 CFR § 912.2)

- (ii) Eligibility of the applicant with respect to income limits for admission; (See 24 CFR § 5.104 & 105)
- (iii) Eligibility of the applicant with respect to citizenship or eligible immigration status; [24 CFR § 912.4(b)]
- (iii) Unit size required for the family;
- (iv) Preference category (if any) to which the family is entitled; (24 CFR § 960.211)
- (v) Qualification of the applicant with respect to the Applicant Selection Criteria. (See 24 CFR § 960.205)

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(b) Families determined to be qualified will be notified by the HA of the approximate date of occupancy insofar as that date can be reasonably determined. [24 CFR § 960.207 (b)]

(c) Assistance to a family may be delayed, denied or terminated on the basis of the family's ineligible immigration status unless and until the family completes all the verification and appeals processes to which they are entitled under both INS and the HA procedures. [24 CFR § 912.9]

(d) The HA will make every effort to accurately estimate an approximate date of occupancy. However, the date given by the HA does not mean that applicants should expect to be housed by that date. The availability of a suitable unit to offer a family is contingent upon factors not directly controlled by the HA, such as turnover rates, and market demands as they affect bedroom sizes and project location. [See 24 CFR § 960.207 (b)]

(e) Applicants determined unqualified for admission will be promptly notified. These applicants will receive a Notice of Rejection from the HA, stating the basis for such determination. The HA shall provide such applicants with an opportunity for informal review of the determination as described in Informal Review of Rejected Applications. The informal review for applicants should not be confused with the resident grievance process. Applicants are not entitled to use of the resident grievance process. [24 CFR § 960.207(a)]

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I. Pre-Occupancy Orientation

Attendance at a pre-occupancy orientation meeting will be a requirement of admission. The HA orientation will include topics such as:

- rights and responsibilities of the HA and the resident;
- how rent is calculated;
- security issues, safety, risk control;
- risk control
- recertification requirements;
- the lease;
- the move-in inspection;
- care of the unit and how to request maintenance;
- reasonable accommodations for persons with disabilities
- services available in or near the development;
- the resident association;
- how to conserve utilities and read a utility bill; family budgeting.

J. Resident Participation in the Intake Process

The HA's policy is to encourage resident participation in the applicant intake process. The HA shall work with the Tenants Association to welcome new tenants into the community. New tenants shall be provided with information related to the activities and role of the Tenants Association.

K. Occupancy Guidelines

(1) It is the HA's policy that units should be occupied by families of the appropriate size. This policy maintains the usefulness of the units, while preserving them from excessive wear and tear or underutilization.

(2) The following general unit maximum and minimum number of persons per unit will govern the assignment of a family of a given size and composition. These are only guidelines and the maximums may be exceeded at the request of the family, or because of the square footage of a specific unit:

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Occupancy Guidelines Chart

Number of Bedrooms	Min Persons/Unit	Max Persons/Unit
OBR	1	1
1BR	1	2
2BR	2	4
3BR	3	6
4BR	4	8
5BR	5	10

(3) Exceptions to the maximum standards may be made in case of reasonable accommodations for a person with disabilities, emergencies, and at the discretion of the Executive Director or designee. Further, the HA has the right to permit families exceeding the maximums shown above to occupy units when the family requests such occupancy, and when the HA determines that the unit in question is large enough.

(4) In order to determine if a family's request to exceed the unit maximums is reasonable, the HA will use the applicable code standard for occupancy. If no such code exists or the HA has reason to believe that the local code standard may be discriminatory, then the BOCA housing code standard will be used.

(5) Families will not be placed on the waiting list for a larger unit unless there is a verifiable medical reason or reasonable accommodation that requires that the family be placed in a larger size unit.

(6) An unborn child will not be counted as a person in determining unit size. A single pregnant woman may be assigned to a one bedroom unit. In assigning a unit the HA will also consider a child who is temporarily away from the home because of placement in foster care or kinship care.

(7) Dwelling units will be so assigned that:

(a) It will not be necessary for persons of different generations or opposite sex, other than husband and wife, to occupy the same bedroom. Exceptions may be made for infants and young children or at the request of the family.

(b) For verified reasons of health (disability, addition of a live-in aide, need for medical equipment, etc.), a separate bedroom may be provided for an individual family member.

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- (c) Two children of the opposite sex will not be required to share a bedroom except at the request of the family.
- (d) The living room will not be used as a bedroom except at the request of the family.
- (e) A single head of household parent shall not be required (but may choose) to share a bedroom with his/her children. (Not a HUD requirement, the HA option)

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2. TENANT ASSIGNMENT PLAN

A. Assignment Plan

The plan for assignment of dwelling units is to assure equal opportunity and non-discrimination on grounds of race, color, sex, religion, or national origin.

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Each qualified applicant first in sequence on the waiting list is made one offer of a unit of appropriate size. The applicant must accept the vacancy offered or be placed at the bottom of the applicant list, losing any applicable preferences. [24 CFR § 1.4 (b)(2)(ii) & (iii)]

B. Procedures

(1) The applicant will be notified in writing of the offer of a unit and must accept the vacancy offered within 3 working days of the date the offer is communicated or, be placed at the bottom of the applicant list, losing any applicable preferences. (See good cause discussion below.)

(2) If more than one unit of the appropriate size and type is available, the first unit to be offered will be the unit that was ready for occupancy first. (Not a HUD requirement, the HA option)

(3) If an applicant is willing to accept the unit offered but is unable to move at the time of the offer and presents to the satisfaction of the HA clear evidence ("good cause") that acceptance of the offer of a suitable vacancy will result in undue hardship or handicap not related to considerations of race, color, sex, religion or national origin, the applicant will not be dropped from the list. [24 CFR § 1.4 (b)(2)(ii) & (iii)] Examples of good cause reasons for the refusal of an offer of housing include, but are not limited to:

(a) Presence of lead paint in the unit offered when the applicant has children under the age specified by current law;

(b) The family demonstrates to the HA's satisfaction that accepting the offer will result in a situation where a family member's life, health or safety will be placed in jeopardy. The family must offer specific and compelling documentation such as restraining orders, other court orders, or risk assessments related to witness protection from a law enforcement agency. Reasons offered must be specific to the family. Refusals due to location alone are not good cause.

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- (c) A health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members or live-in aide (each as listed on final application) necessary to the care of the principal household member;
 - (d) The unit is inappropriate for the applicant's disabilities.
- (4) The applicant must be able to document that the hardship claimed is good cause for refusing an offer of housing. Where good cause is verified to the HA's satisfaction, the refusal of the offer shall not require that the applicant be moved to the bottom of the waiting list or otherwise affect the family's position on the waiting list. [24 CFR § 85.42]
- (5) The HA will maintain a record of units offered, including location, date, and circumstances of each offer, and each acceptance or rejection, including the reason for the rejection.

C. Occupancy of Dwelling Units with Accessible or Adaptable Features

[See: 24 CFR § 8.27 (a) (1) (2) and (b)L

- (1) Before offering a vacant accessible unit to a non-disabled applicant, the HA will offer such units:
- (a) First, to a current occupant of another unit of the same development, or other public housing developments under the HA's control, having a disability that requires the special features of the vacant unit (in effect, a transfer of the occupant with disabilities from a non-adapted unit to the vacant accessible/adapted unit).
 - (b) Second, to an eligible qualified applicant on the waiting list having a disability that requires the special features of the vacant unit.
- (2) When offering an accessible/adaptable unit to a non-disabled applicant, the HA will require the applicant to agree to move to an available non-accessible unit within 30 days when either a current resident or an applicant needs the features of the unit. This requirement will be reflected in the lease agreement signed with the applicant.

D. Leasing and Occupancy of Dwelling Units

It is the HA's policy that all units must be occupied pursuant to a lease that complies with HUD's regulations (24 CFR Part 966).

- (1) Applicant folders will be processed centrally. Initial intake, waiting list management, screening, and offers of housing (including transfers) will be made at central office. Offers shall be made in person and in writing. (Not a HUD requirement, the HA option)

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(2) When offering units the HA will provide the applicant with a brief property description and other information to help orient the applicant to the neighborhood and location in the property. Staff making offers will be familiar with the HA's housing sites. If the offer of a unit is preliminarily accepted by the applicant, the manager of the property will be advised of the offer and will contact the applicant to set up a date to show the unit. (Not a HUD requirement, the HA option)

(3) Once the unit is shown and the applicant accepts the unit, the HA will execute a lease. If the applicant refuses the unit, the reason for refusal must be obtained in writing from the applicant. The applicant must sign the refusal form. The form is then sent to central office for a "good cause" determination. No applicant will be expected to sign a lease for a unit that is not ready for occupancy. (Not a HUD requirement, the HA option, but see § 966.4 (i))

(4) The HA will only show and lease units of the appropriate size. If an exception to the HA's occupancy standards is approved for the applicant this information will be noted.

(5) Changes in family composition, income, or status between the time of the interview with the applicant and the showing of the unit, or between annual reexaminations will be processed centrally.

(6) The lease shall be signed by the head and spouse and by the Executive Director or other authorized representative of the HA, prior to actual admission. (24 CFR @ 966.4 (P)) All inhabitants, regardless of age shall be listed on the Lease

(7) If a resident transfers from one HA unit to another, a new lease will be executed for the dwelling into which the family moves. [24 CFR § 966.4 (c)(3)]

(8) If at any time during the life of the lease agreement, a change in the resident's status results in the need for changing or amending any provision of the lease, either:

- (a) A new lease agreement will be executed, or
- (b) A Notice of Rent Adjustment will be executed, or
- (c) An appropriate rider will be prepared and made a part of the existing lease, or appropriate insertions made within the lease. All copies of such riders or insertions are to be dated and signed by the Resident and by the Executive Director or other authorized representative of the Housing Authority. [24 CFR § 966.4 (o)]

(9) Only those persons listed on the most recent certification form shall be permitted to occupy a dwelling unit. [24 CFR §§ 960.209 (b) and 966.4 9 (a) (2)] Except for natural

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births to family members, any family seeking to add a new member must request approval in writing prior to the new member occupying the unit. [24 CFR § 966.4 (f)(3) & (c)(2)]

(10) Additions to the household - Following receipt of a family's request for approval, the HA will conduct a pre-admission screening of the proposed new member. Only new members approved by the HA following the screening process will be added to the household. The results of screening shall be used to determine whether or not to admit the new member. Children born to a family member, children under the age below which Juvenile Justice records are not made available who are adopted by a family member or who are added through a kinship care arrangement are exempt from the pre-admission screening process.

Other than a spouse to the head of household, additional adults will not be added to the lease even if the unit size is large enough to accommodate the additional adult. Exceptions may be made on a case by case basis by the Housing Authority. An example of such exception is the adult is necessary to care for a current family member.

Additional children will be added to the lease only if the leaseholder can verify the addition is for reason of birth, adoption, foster care, or some other form of legal guardianship by a current household member.

Any income shall be considered for rent determination purposes.”

The exemption age specified in this paragraph is subject to change should the State or locality modify its laws concerning the availability of police or court records for juvenile offenders. (Not a HUD requirement, the HA option, best practice)

(11) Examples of situations where the addition of a family member is subject to screening are: (Not a HUD requirement, the HA option, best practice)

- (a) Resident plans to be married and files a request to add the new spouse to the lease;
- (b) Resident is awarded custody of a child over the age for which juvenile justice records are available;
- (c) Resident desires to add a new family member to the lease, employ a live-in aide, or take in a foster child(ren).
- (d) A unit is occupied by a remaining family member(s) under age 18 (and not an emancipated minor) and an adult, not a part of the original household, requests permission to take over as the head of the household.
- (E) Addition of another family member who is to stay on a temporary basis.

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(12) Residents who fail to notify the HA of additions to the household are in violation of the lease. Residents who permit persons to join the household without undergoing screening are also in violation of the lease. Such persons will be considered unauthorized occupants by the HA and the entire household will be subject to eviction. [24 CFR § 966.4 (f)(3)]

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(13) Family members over age 18 who move from the dwelling unit to establish new households shall be removed from the lease. [24 CFR § 966.4 (f)(3)] The resident has the responsibility to report the move-out within 30 calendar days of its occurrence.

(14) Overnight visitors may be permitted in a dwelling unit. Any guest remaining more than ten days must be immediately reported to the HA. The HA may permit temporary guests as necessary. Temporary guests shall not be added to the lease and no additional rent shall be collected. Temporary guests must use best efforts to find housing and shall not be permitted to remain in the unit for more than 30 days. The time limit may be extended at the discretion of the HA.

Temporary guests shall not be permitted to apply for a transfer.

(15) Resident will not be given permission to allow a former resident of the HA who has been evicted to occupy the unit for any period of time. Violation of this requirement is ground for termination of the lease. (Not a HUD requirement, the HA option)

(16) Residents must advise the HA if they will be absent from the unit for more than 7 days. Residents are required to notify the HA and make arrangement to secure the unit and provide a means for the HA to contact the resident in the event of an emergency. Failure to advise the HA of an extended absence is grounds for termination of the lease. (Not a HUD requirement, the HA option)

(17) Live-in aides must demonstrate that they have the appropriate skills to provide proper care for the tenant.

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E. Resident Transfers

(1) It is the HA's policy that transfers will be made without regard to race, sex, sexual orientation, color, religion, national origin, or familial status. Residents can be transferred to accommodate a disability. (Required, 24 CFR § 100.5)

(2) Transfers shall be made within and/or between projects to correct occupancy standards, Transfers shall be made on a chronological basis from the date of the transfer request or the date the Housing Authority determines that the family is not in an appropriate sized unit except for priorities 1 and 2 listed below. The Housing Authority may skip persons on the transfer list to accommodate these priority transfers.

The following priorities shall be considered along with the ratio to new admissions:

- 1) Emergencies related to health and safety

An emergency is defined as a condition which creates an immediate threat to tenant health and safety or a condition in which tenant mobility would be severely restricted. Emergency medical conditions, serious family problems, and cooperation with law enforcement officials shall be considered. Emergency transfers shall get priority over new admissions and other transfers. The Executive Director shall approve all emergency transfers.

- 2) Transfers made voluntarily that will allow for a higher income family to move into a building with no higher income families, or that will otherwise assist the Housing Authority implement its deconcentration plan.

- 3) Overhoused and Overcrowded families [Ratio - 1 transfer to every 2 new admissions]

- 4) Transfers for tenant convenience (i.e. requests for a unit of the same size in a different location) [discretionary]

(3) If a tenant refuses a unit offered, their name shall be moved to the bottom of the transfer list and the date of the transfer application is changed to the date of the refusal.

(4) If the tenant presents to the satisfaction of the Authority clear evidence that acceptance of the unit offered will result in undue hardship not related to considerations of race, color, or national origin, refusal of such offer shall not be considered failure to accept the unit offered.

(5) Tenants in oversized units that refuse a transfer without good cause will be referred for legal action to enforce compliance with the terms of the Dwelling Lease.

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(6) In order to be considered for a transfer, the tenant family must be in compliance with the terms and conditions of the Dwelling Lease. This shall include- full payment of rent and other charges; proper maintenance of apartment (housekeeping, sanitation, fire hazards, tenant damages); and has not caused disturbances. The HA will consider the previous 6 month period.

(7) Residents in an over/under housed status will be advised in their 30 day "Notice of Result of Re-examination" that a transfer is recommended and that the family has been placed on the transfer list. Interviewers will record transfer recommendations in duplicate for each manager affected by the transfer.

(8) When a head of a household, originally housed in a bedroom by him/herself, has a child, that child shall remain in the parent's bedroom until it is two (2) years of age. When the child reaches age 2 the family shall be placed on the transfer list. Exceptions: spouse or partner returns to the unit, marriage takes place, or family decides to remain in the unit and in the HA's opinion the unit is large enough to accommodate the number of persons now in the household. (Other than for births that occur during tenancy, the HA's prior approval of additions to the household is required.)

(9) Families shall not be split into two households. Entire families shall be transferred to an appropriate size unit. The family may be split into two households only in cases where the Authority does not have and will not have a unit large enough to accommodate the family. Exceptions may be made by the Executive Director based on extenuating circumstances.

(10) Cost of transfers - Residents shall bear the cost of transfers to correct occupancy standards, however, where there is a hardship due to health, disability, or other factors, the manager may recommend that families be reimbursed their out-of-pocket expenses for an occupancy standards transfer. Transfers requested or required by the HA will be paid for by the HA.

(11) The HA may suspend transfers in cases of workload problems and vacancy problems (i.e. unit turn-around requirements).

3. ELIGIBILITY FOR CONTINUED OCCUPANCY.
ANNUAL RE-EXAMINATION AND REMAINING FAMILY MEMBERS

A. Eligibility for Continued Occupancy

Residents who meet the following criteria will be eligible for continued occupancy:

- (1) Qualify as a family as defined in Section 9 of this policy. (Note: For purpose of continued occupancy remaining family members qualify as family. Remaining family members can also include court ordered emancipated minors under the age of 18.)
- (2) Are in full compliance with the resident obligations and responsibilities as described in the dwelling lease.
- (3) Whose family members, age 6 and older, each have Social Security numbers or have certifications on file indicating they have no Social Security number.
- (4) Who are citizens or have eligible immigration status. Every member of a resident family must submit either evidence of citizenship or eligible immigration status as required by 24 CFR § 912.6.

B. Remaining Family Members and Prior Debt

(Not a HUD requirement, the HA option)

- (1) As a party to the lease, remaining family members (other than the head or spouse) 18 years of age or older will be responsible for arrearages incurred by the former head or spouse. At the HA's discretion it may choose not to hold remaining family members (other than the head or spouse) responsible for any portion of the arrearage incurred prior to the remaining member attaining age 18 if the HA determines it will create a hardship.
- (2) Remaining family members under age 18 shall not be held responsible for the rent arrearages incurred by the former head of household if the HA determines it will create a hardship.

C. Screening of Remaining Family Members

Remaining family members shall be screened for eligibility in accordance with "Applicant Selection Criteria" contained in section 1(H) of this policy. Additionally, the Housing Authority reserves the right to reject a remaining family member's request for the continued occupancy of a unit if the Housing Authority believes the leaseholder put the remaining family member on the lease with the intent of vacating the unit and leaving the unit to the remaining family member.

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D. Periodic Re-examination.

- (1) Regular re-examinations. The HA shall, at least once a year, re-examine the incomes of all resident families. [24 CFR § 960.209 (a)]. The exception to this requirement is for families choosing to pay a flat rent. Families paying a flat rent are only required to have their income re-examined once every three years. The family is still required to sign a lease renewal once each year and to report changes in family composition.

E. Verification Procedures.

The HA will seek to obtain third party verification of family annual income, the value of assets, expenses related to deductions from annual income and other factors that affect the determination of adjusted income. However, if after four weeks a request for third party verification has not been returned, the HA will use other methods of verification including but not limited to copies of paychecks, copies of bank account statements, and receipts for expenses.

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(2) Special Re-examinations. When it is not possible to estimate projected family income with any degree of accuracy at the time of admission or regular reexamination, a temporary determination will be made with respect to income and a special re-examination may be scheduled every 90 days until a reasonably accurate estimate of income can be made. The resident will be notified in advance as to the date for the special re-examination(s). Special re-examination shall also be conducted when there is a change in the head of household that requires a remaining family member to take on the responsibilities of a leaseholder. (Not a HUD requirement, the HA option)

(3) Persons reporting zero income may have their circumstances examined every 90 days until they have a stable income. Persons claiming zero income will also be asked to complete a family expense form. This form will be the first form completed in the annual re-examination process. The form will ask residents to estimate how much they spend on: food, beverages, transportation, health care, child care, debts, household items, etc. Residents will then be asked how they pay for these items. (Not a HUD requirement, the HA option best practice)

(4) Re-examination Procedures

(a) At the time of re-examination, the head of the household will be required to sign an application for continued occupancy and other forms required by HUD.

(b) Employment, income, allowances, Social Security numbers, and such other data as is deemed necessary will be verified, and all verified findings will be documented and filed in the resident's folder. [24 CFR §960.2061

(c) Verified information will be analyzed and a determination made with respect to:

(i) Eligibility of the resident as a family or as the remaining member of a family;

(ii) Unit size required for the family;

(iii) Rent the family should pay.

(d) Income shall be computed in accordance with the definitions and procedures set forth in this policy and prescribed by HUD. Income derived from participating in the HA's painter's apprenticeship program will not be counted for a period of 18 months from the participant's start date. Income of full time students employed by the Recreation Department during the summer will not be counted as income. [24 CFR § 913]

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- (e) Families failing to respond to the initial re-examination appointment will be issued a final appointment within the same month. Failure to respond to the final request will result in the family being sent a notice of lease violation for failure to comply with the terms and conditions of occupancy required by the lease. Failure to comply will result in termination of the lease. [24 CFR § 966.4 (c)(2)]
- (5) Action Following Re-examination
 - (a) If there is any change in rent, the lease will be amended, or a new lease will be executed, or a Notice of Rent Adjustment will be issued. [24 CFR § 966.4 (c) & (o)]
 - (b) If any change in the unit size is required, the resident will be place on a transfer list in accordance with the transfer criteria described earlier in this policy and moved to an appropriate unit when one becomes available. 24 CFR § 966.4 (c)(3)]

4. INTERIM RENT ADJUSTMENTS

A. Rent Adjustments

- (1) Residents must report all changes in family composition, status, or income to the HA within 10 calendar days of the occurrence. Failure to report within the 10 calendar days may result in a retroactive rent charge. Residents choosing a flat rent or who are paying a ceiling rent are not required to report changes in income unless they are requesting to return to an income based rent.

Examples of changes, which must be reported are: increases in income resulting from a change in employer, job title, part-time to full-time employment, an adult family member previously unemployed obtains employment, all income received by a new family member, any new unearned income received on behalf of any family members - children or adults.

- (2) Residents with seasonal or part-time employment of a cyclical nature will be asked for third party documentation of the circumstances of their employment including start and ending dates. (Not a HUD requirement, the HA option, best practice)

- (3) The HA will process an interim adjustment in rent if it is found that the resident at an annual or interim re-examination has misrepresented the facts upon which the rent is based so that the rent the Resident is paying is less than the rent that he/she should have been charged. The HA will apply any increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred. (Not a HUD requirement, the HA option, best practice)

- (5) Complete justification and verification of the circumstances applicable to rent adjustments must be documented by the resident. [24 CFR § 960.2061

- (6) Residents reporting decreases in income that are expected to last more than 30 days will have an interim adjustment processed.

- (7) Residents granted a reduction in rent under these provisions may be required to report for special re-examinations at intervals determined by the HA. Reporting is required until the circumstances cease or until it is time for the next regularly scheduled re-examination, whichever occurs first. If family income increases during this time, the rent will be increased accordingly. A fully documented record of the circumstances and decisions shall be included in the resident's folder. (Not a HUD requirement, the HA option best practice)

- (8) Residents who receive welfare assistance and have their grant reduced or terminated due to fraud, non-compliance with welfare work or economic self-sufficiency program will not be entitled to any decrease in rent.

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B. Effective Date of Adjustments

- (1) Residents will be notified in writing of any rent adjustment and such notice will state the effective date of the adjustment. (Not a HUD requirement, the HA option best practice)
- (2) Rent decreases go into effect the first of the month following the reported change, provided the change in income or circumstances was reported within the month in which it occurred.
- (3) Rent increases (except those due to misrepresentation) will be effective after 30 days notice (the first day of the 2nd. following month)

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C. Failure to Report Accurate Information

If it is found the resident has misrepresented or failed to report to the HA the facts upon which his/her rent is based so that the rent being paid is less than what should have been charged, then the increase in rent will be made retroactive. Failure to report accurate information is also grounds for initiating eviction proceedings in accordance with the HA's dwelling lease. [24 CFR § 966.4 (c)(2)]

D. Failure to Provide Timely Information

Increases in rent will be charged retroactively to the tenants account if the reexamination is done late due to the tenants failure to comply with reexamination procedures in a timely manner.

5. LEASE TERMINATION PROCEDURES

It is the HA's policy that no resident's lease shall be terminated except in compliance with applicable HUD regulations (24 CFR § 966.4 0)(2) and the lease terms.

A. Notice Requirements

(1) No resident shall be given a Notice of Lease Termination without being told by the HA in writing the reason for the termination. The resident must also be informed of his/her right to request a hearing in accordance with the Grievance Procedure, and be given the opportunity to make such a reply as he/she may wish. Certain actions are excluded from the Grievance Procedure, specifically: any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or the HA employees; and any drug-related criminal activity on or near such premises. [24 CFR § 966.4 0)(3)]

(2) Notices of lease termination can be served personally, and if posted to the apartment door, shall also be sent to the resident by Certified Mail. Return of the Certified Mail receipt, whether signed or unsigned shall be considered to be proof that the resident received proper notification. (Not a HUD requirement, the HA option best practice)

B. Record keeping Requirements

A written record of every termination and/or eviction shall be maintained by the HA, and shall contain the following information: (Not a HUD requirement, the HA option best practice)

- (1) Name of resident, number and identification of unit occupied;
- (2) Date of the Notice of Lease Termination and any other notices required by State or local law; these notices may be on the same form and will run concurrently;
- (3) Specific reason(s) for the Notices, with section of the lease violated, and other facts pertinent to the issuing of the Notices described in detail;
- (4) Date and method of notifying resident (i.e. Certified, hand delivered);
- (5) Summaries of any conferences held with resident including dates, names of conference participants and conclusions.

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6. CHARGES FOR EXCESS UTILITIES AND DAMAGES

A. Excess Utility Charges

Residents in units where the HA pays the utilities may be charged for excess utilities if additional appliances or equipment are used in the unit (e.g. window air conditioners). This charge shall be applied as specified in the lease [24 CFR § 966.4 (b)(2)] and in accordance with the HA's "Schedule of Charges".

B. Charges for Damages

Charges shall be imposed for damages that are due to vandalism, neglect, carelessness or violation of rules and regulations of the family lease. No charge shall be made for reasonable wear and tear. Charges shall be imposed in accordance with the HA "Schedule of Charges"

7. MINIMUM RENTS

The HA shall charge a minimum rent of \$50.00

Exceptions To Minimum Rents.

The HA shall grant an exception to the minimum rent requirements if the resident can demonstrate a hardship circumstance expected to be of a long-term basis (over 90 days) as follows:

- (1) The family has lost eligibility for or is awaiting on eligibility determination for a Federal, State or local assistance program.
- (2) The family would be evicted as a result of the imposition of the minimum rent;
- (3) The income of the family has decreased because of changed circumstance, including loss of employment,
- (4) A death in the family has occurred,
- (5) Other circumstances determined by the HA on a case by case basis.

Any resident requesting exception to the minimum rent will have the rent suspended until a determination is made. After the determination, if exception is not granted, the rent will be charged retroactively. If the HA determines the hardship is expected only to be temporary (less than or equal to 90 days) eviction will not be pursued during this period. The resident will be given an opportunity to enter into a repayment

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agreement for monies owed. If no hardship is substantiated, the resident will be required to pay the minimum rent including any retroactive rent that accrues during the period of review. If the exception is granted, the resident's account will be credited back to the date of the request except for residents charged a minimum rent between October 21, 1998 and February 1999 when this HUD regulation went into effect. Those families are eligible for credit back to October 21, 1998.

All decisions made in this regard are subject to the grievance procedures.

8. FLAT RENTS

Flat rents shall be established for all units based on a rent comparability survey. Flat rents will be reviewed and adjusted periodically. Flat rents are as follows:

0 bedroom	\$450
1 bedroom	\$ 500
2 bedroom	\$ 680
3 bedroom	\$ 848
4 bedroom	\$1016
5 bedroom	\$1016

Upon adoption of this policy, residents will be notified of their right to request to pay a flat rent instead of an income based rent. After this initial implementation period this option will be offered once each year at reexamination, or at the request of the resident.

A resident may request to return to paying an income based rent if there has been a financial hardship on the family or if the resident feels they can no longer afford the flat rent.

Residents waiting for a transfer to a smaller unit will pay a flat rent based on the smaller unit size for which they are waiting. If the family paying the lower flat rent refuses a reasonable offer to transfer to a smaller unit, their rent will be returned to the lower of the flat rent for the actual unit size they occupy or 30 % of adjusted income.

9. ONE STRIKE POLICY

The HA's One Strike Policy shall be contained in the appendix to this policy.

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10. HOUSEKEEPING STANDARDS

In an effort to improve the livability and conditions of the apartments owned and managed by the Authority, uniform standards for resident housekeeping have been developed for all tenant families.

- (a) Authority Responsibility: The standards that follow will be applied fairly and uniformly to all Tenants. The Authority will inspect each unit at least annually, to determine compliance with the standards. Upon completion of an inspection, the Authority will notify Tenant in writing if he/she fails to comply with the standards. The Authority will advise Tenant of the specific correction(s) required to establish compliance. Within a reasonable period of time, the Authority will schedule a second inspection. Failure of a second inspection will constitute a violation of the lease terms.

- (b) Tenant responsibility: Tenant is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards that results in the creation or maintenance of a threat to health or safety is a violation of the lease terms and can result in eviction.

- (c) Housekeeping Standards: Inside the Apartment
 - General--
 - (1) Walls: should be clean, free of dirt, grease, holes, cobwebs, and fingerprints.
 - (2) Floors: should be clean, clear, dry and free of hazards.
 - (3) Ceilings: should be clean and free of cobwebs.
 - (4) Windows: should be clean and not nailed shut. Shades or blinds should be intact.
 - (5) Woodwork: should be clean, free of dust, gouges, or scratches.
 - (6) Doors: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
 - (7) Heating units: should be dusted and access uncluttered.
 - (8) Trash: shall be disposed of properly and not left in the unit.
 - (9) Entire unit should be free of rodent or insect infestation.

 - Kitchen--
 - (1) Stove: should be clean and free of food and grease.
 - (2) Refrigerator: should be clean. Freezer door should close properly and freezer have no more than one inch of ice.
 - (3) Cabinets: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or

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lightweight items to permit access for repairs. Heavy pots and pans should not be stored under the sink.

- (4) Exhaust Fan: should be free of grease and dust.
- (5) Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.
- (6) Food storage areas: should be neat and clean without spilled food.
- (7) Trash/garbage: should be stored in a covered container until removed to the disposal area.

Bathroom--

- (1) Toilet and tank: should be clean and odor free.
- (2) Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be in place, and of adequate length.
- (3) Lavatory: should be clean
- (4) Exhaust fans: should be free of dust.
- (5) Floor: should be clean and dry.

Storage Areas--

- (1) Linen closet: should be neat and clean..
- (2) Other closets: should be neat and clean. No highly flammable materials should be stored in the unit.
- (3) Other storage areas: should be clean, neat and free of hazards.

(d) Housekeeping Standards: Outside the Apartment

The following standards apply to family and scattered site development only; some standards apply only when the area noted is for the exclusive use of Tenant:

- (1) Yards: should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti.
- (2) Porches (front and rear): should be clean and free of hazards including snow and ice. Any items stored on the porch shall not impede access to the unit.
- (3) Steps (front and rear): should be clean, and free of hazards including snow and ice.
- (4) Sidewalks: should be clean and free of hazards including snow and ice.
- (5) Storm doors: should be clean, with glass or screens intact.
- (6) Parking lot: should be free of abandoned cars. There should be no car repairs in the lots.
- (7) Hallways: should be clean and free of hazards.
- (8) Stairwells: should be clean and uncluttered.
- (9) Laundry areas: should be clean and neat. Remove lint from dryers after use.
- (10) Utility room: should be free of debris, motor vehicle parts, and flammable materials.

11. Deconcentration of Poverty Analysis and Plan

Delaney, Dunlap and Otlowski

The predominant finding of this analysis is that there is a concentration of poverty in general at the three family developments. Among developments the disbursement of this poverty is basically equal, however, Otlowski Gardens is slightly more concentrated than Dunlap and Delaney (Otlowski gardens had 92% of families at or below 30% of median, while Dunlap and Delaney are both 82%).

Findings among buildings within the developments are also basically equivalent. Twenty-four percent of the buildings at Dunlap are occupied by families all at or below 30% of median, while 27.50% of the buildings at Delaney fit this description. At Dunlap, 47% of the buildings have one family at 50% - 80% of median, and 29% of the buildings have 2 or more families at 50% - 58% of median. At Delaney, 27.50% of the buildings have one family at 50% - 80% of median, while 45% of the buildings have 2 or more families at 50%-80% of the median income. Otlowski only has two families with income 50% - 80% of median, and they live in the same building.

The Housing Authority will make as its goal the selection of higher income families in general to fill vacant units. The Housing Authority will use its authority to skip applicants on the waiting list to get to higher income families (at 50% - 80% of median), but only if the vacancy to be filled is in a building with no or only one family at 50% - 80% of median income. The Housing Authority will also try to bring higher income families into buildings with no higher income families when transferring tenants on the transfer list. Skipping of families on this list and allowing voluntary transfers will facilitate this process.

To retain families with higher incomes, the housing Authority will make as a priority the transfer of families who are over housed and have hit the ceiling rent for the too large unit. This will help reduce the rent these families pay and retain them as residents. In the meantime, the ceiling rent will be capped at the lower bedroom size while the family waits for its transfer.

Some long range analysis and planning must also be undertaken. For example, an analysis of the waiting list must be done to determine how many of our current applicants have income at 50% - 80% of median income. The Housing Authority may have to begin marketing its apartments to these families. An analysis of the preferences being used must also be undertaken, in terms of the needs of the community, their housing problems, and how changes in the current preference system may affect certain categories of applicants. An analysis of the incomes within the census tracts of the developments and in the City must also be evaluated.

The Housing Authority must also analyze its vacancies over the past year and determine patterns, if any of higher income families leaving their units. This data will also be tracked from

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now on. Lastly, the Housing Authority must analyze how the current rent structures (income based and ceiling rents) may discourage higher income families from remaining in occupancy.

The above items will be done starting in the summer as the Housing Authority works on its PHA Plan.

Stack and Hansen Apartments

The findings at the senior developments, Stack and Hansen mirror those at the family developments. Eighty-three percent of Stack residents are at or below 30% of median, while 17% are at 50% of median. Eighty-eight percent of Hansen residents are at or below 30% of median, while 12% are at 50% of median. Only one tenant from both developments was at 80% of median income.

Because the residents at these developments are predominantly collecting Social Security or supplemental Social Security and are on fixed incomes, it is easy to assume that this is the factor here. These developments do not exhibit the same types of social problems (i.e., drugs, damage to units and sites) as seen at the family developments, and which can be attributed to income.

At this time, no plan will be implemented until a more depth analysis of the senior citizen community can be undertaken. This would be needed to see the needs and make up of the whole community.

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DUNLAP

154 DWELLING UNITS

-3 VACANCIES

151 Occupied units

6 80% median or 4%

21 50% median or 14%

124 30% median or 82%

DELANEY

250 Dwelling units

-8 vacancies

242 occupied units

3 over 80% median or 1%

6 80% median or 2.5%

35 50% median or 14.5%

198 30% median or 82%

OTLOWSKI

24 dwelling units

-0 vacancies

24 occupied units

1 80% of median or 4%

1 50% of median or 4%

22 30% of median or 92%

Attachment A

DUNLAP

17 buildings

4 have all families at 30% of median or 24% of buildings

8 have 1 family at 50-80% median or 47% of buildings

5 have 2 or more families at 50-80% median or 29% of buildings

DELANEY

29 buildings

8 have all families at or below 30% of median or 27.50% of buildings

8 have 1 family at 50-80% median or 27.50 % of buildings

13 have 2 or more families at 50-80% median or 45% of buildings

OTLOWSKI

4 buildings

3 have all families at or below 30% of median or 75% of buildings

0 have 1 family at 50-80% of median or 0% of buildings

1 has 2 families at 50-80% of median or 25% of buildings

Attachment A

12. Community Service and Self Sufficiency Requirements

Unless exempt by 24 CFR 960. 603, each adult resident of public housing must contribute 8 hours per month of community service or participate in an economic self-sufficiency program for 8 hours per month. A resident determined by the Housing Authority to be required to comply with this section may request an exemption if their circumstances change, or may request a hearing pursuant to the grievance procedure if they disagree with the initial determination.

Community service must be performed at a location within Middlesex County unless otherwise approved by the Housing Authority. Community Service is defined as service for which the resident volunteers. The activity cannot be a paid activity or a political activity. The activity must be pre-approved by the Housing Authority. Staff will provide a list of possible organizations to residents, but service at those organizations will not be required. The resident will be required to submit a monthly verification form to the Housing Authority confirming the service was performed.

If the Housing Authority is able to identify appropriate community service work at its developments, it will offer this opportunity to residents required to comply with this requirement.

A resident can also satisfy this requirement by participating in an economic self-sufficiency activity. Self-sufficiency is defined as activities designed to encourage, assist, train or facilitate economic independence. This could include, but is not limited to: apprenticeships, job readiness training, substance abuse or mental health counseling and treatment, English proficiency, GED training, household budgeting and credit counseling. This activity must be pre-approved by the housing authority. The housing authority will provide a list of self-sufficiency programs to the residents. However, participation in those specific programs will not be required. The resident will be required to submit a monthly verification form to the Housing Authority confirming the resident's participation.

Residents may combine community service and self-sufficiency activities to meet their requirements.

13. Income Exclusions

The Housing Authority abides by all HUD requirements regarding income exclusions. Additionally, the Housing Authority excludes all income earned by the participants in its painter apprentice program for the duration of their participation in the program. The Housing Authority will also exclude for a six-month period, income earned by former painter apprentice participants that become employed in the painter's union. The Housing Authority also excludes the income earned by residents employed as mentors in the Middlesex County Youth Advocate Program.

Attachment A

PET POLICY

(Hansen and Stack Apartments)

I. Preamble

Section 227 of the Housing and Urban Renewal Recovery Act of 1983, effective November 30, 1983, provides for the ownership of pets in federally assisted rental housing built exclusively for occupancy by elderly and handicapped persons. The policy is intended to meet the needs of management, non-pet owning tenants, and pet owning tenants.

II. Common Household Pets

- A. Domesticated dogs not exceeding 25 pounds in weight and 20 inches in height. Dogs must meet both weight and height restrictions.
- B. Domesticated cats.
- C. Fish in approved tank not exceeding 20 gallons.
- D. Domesticated, caged, small birds not exceeding 12 inches in approved cage.
- E. Other domestic pets kept in approved cage such as gerbils, hamsters, guinea pigs, rabbits, and turtles.
- F. Exotic and livestock animals will not be permitted. Examples are snakes, chickens, roosters, and pigs.

III. Limitations on the number/type of animals based on unit size.

One dog OR one cat as described in II A. and B. above AND one fish tank or one caged bird or one other small pet as described in II E. above.

IV. Pet Application Registration

Tenants who wish to apply for a Pet Permit must file an application for a Pet Permit at the administrative offices

V. Pet Permit

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

VI. Conditions for Issuance of Pet Permit

- A. Tenant must submit an application for a pet permit and a picture of the pet at the administrative office. This document will be reviewed to ensure the size and type of pet conforms to Section II of this policy.

Attachment A

- B. Once the application for a pet permit is approved, applicant must file a certificate of Municipal Registration of the pet in accordance with local ordinance, including animals that are classified as vicious dogs in accordance with applicable municipal ordinances.
- C. 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.) Example of accepted proof is statement from a N.J. State Licensed Veterinarian stating animal is free of all related diseases.
- D. 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.
- E. Prior to issuance of Pet Permit, applicant agrees to post a pet security deposit of equal to the higher of one-month total tenant payment or \$100.00 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.
- F. Prior to issuance of Pet Permit, applicant agrees to sign a statement that applicant has read and understands the Pet Policy and agrees to amend the lease accordingly.
- G. 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 Housing Manager to transfer pet care responsibility to an approved friend or relative of the applicant off the premises of the project as set forth in the "Pet Emergency Care Plan".

VII. **Pet Management Plan**

- A. Pets to be confined to apartment unless on a leash when transitting.
- B. Pets shall not be allowed in common areas of buildings. Pets will be allowed in common areas of the grounds only if leashed.
- C. 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.
- D. 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 garbage receptacles.
 - 2. Placing dogs on leash and taking dog off premises to relieve itself. Tenant is responsible for removing pet waste from common areas and grounds. Failure to do so will result in a \$5.00 charge for residents of Hansen and Stack Apartments.
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 clean up pet residue (odor, hair, seeds, feather, water) daily. Apartment must be kept clean and free of odors at all times.
 - 4. Tenant pet owner must prevent pet from damaging property (within apartment, common areas, grounds or personal property of others).
 - 5. Tenant agrees to manage pet in such a way it does not contribute to complaints from other tenants regarding behavior and activities of said pet.
 - 6. Tenant must certify that pet is not pregnant and has been spayed (if female) or neutered (if male). 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 (usually six months) for being spayed or neutered and to provide the management with certification of the procedure.

VIII. **Pet Control**

Tenant must keep pet in arms (if a cat) or on a leash in public while transitting in building or on grounds.

Attachment A

IX. Pet Waste

Tenants who do not clean up after their pets will be charged \$5.00 at Hansen and Stack Apartments per occurrence if Housing Authority staff must clean up waste.

X. Inspection of Apartment

Tenant agrees, as a condition of accepting the Pet Permit, that tenant's apartment will be available for inspection as in accordance with the lease agreement.

XI. 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 a representative of the Housing Authority and to abide by determination of said hearing including removal of pet within 72 hours if removal of pet is the decision at the hearing. Final determination will be made by the Board of Commissioners in event tenant wishes to appeal.

XII. 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.

XIII. Revocation of Pet Permit

A. Revocation of Pet Permit may 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, scratched or caused injury to any person.
3. Pet makes animal sounds that are generally annoying to tenants and management. For example: barking dog, or loud meowing cat or sounds from birds.
4. Pet defecates or urinates in apartment common areas, or grounds and is not cleaned up immediately and /or becomes repetitive in this behavior.
5. Pet is found out of control:
 - a. Dog off leash
 - b. Cat running loose
 - c. Bird not caged
6. Upon expiration of municipal animal license is not renewed within 7 days.
7. Upon expiration of inoculation unless current inoculation status is recertified.

Attachment A

8. Upon any determination by the Housing Authority that pet is a danger and hazard to the health and safety of tenants, management and guests of project. If tenant disagrees with determination a request for a Grievance Hearing may be made within 7 days of determination.

XIV. Death of Pet

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

Tenant Signature

Date

Attachment A

Memorandum To: Board of Commissioners

From: Douglas G. Dzema, PHM
Executive Director

Date: November 16, 2001

Re: Revisions
Public Housing Admissions and Occupancy Policy

This is to recommend a revision to the preference point system as follows:

Applications over 5 years old (2 point)

1992 applications (3 points)

This change is recommended to avoid the new 2000 applicants from easily “bumping” an old applicant from their position on the list. However, in some cases it will be possible that a 2000 applicant would move to the top of the list if the applicant has an urgent housing need.

The 2000 applicants would still get an additional point once their applications reach the five-year mark.

DD:kpd

Attachment A

Housing Authority of the City of Perth Amboy Rent Collection Policy

1. Rent payments are due and payable on or before the first calendar day of each month.
2. Rent payments shall be made in the form of money order or cashier's check. Personal checks will not be accepted unless approved by the Executive Director. If a personal check fails, no further personal checks will be accepted from that tenant. No cash will be accepted except at the discretion of the Director of Staff Operations or Executive Director.
3. A late charge of ten dollars (\$10) shall be assessed all tenants whose rent payments are not received by the close of business on the 7th calendar day of the month for which the rents are due.
4. If the 7th calendar day falls on a Saturday, Sunday, or holiday, late charges will not be assessed until the close of business on the 8th calendar day of the month.
5. Where a tenant fails to pay rent by the close of business on the 7th calendar day of the month (or the 8th of the month as stated in no.4 above), the Authority shall immediately serve written notice on the tenant of the Authority's intent to institute, within fourteen (14) calendar days of such notice, court proceedings for possession of the leased dwelling. At the Authority's discretion it may delay instituting court proceedings if the tenant is expected to pay the rent within a reasonable period.
6. If the tenant is unable to pay the rent by the close of business on the 7th calendar day of the month (or the 8th of the month as stated in no.4 above), the tenant may contact the Director of Staff Operations to request a longer grace period or repayment agreement. If approved, the tenant will still be assessed the late charges but will not be set up for court. If the tenant fails to contact the Director of Staff Operations before court proceedings are instituted, the tenant will be required to pay the rent in full or attend the court appointment when received.
7. Where a longer grace period or repayment agreement has been granted and rent has not been paid by the end of such period, the Authority shall commence with court proceedings and the tenant will not be entitled to any further grace periods or repayment agreements.
8. A tenant against whom court proceedings are instituted will, if the Authority prevails in the court action, be obligated to pay court costs.
9. Payment in full of past due rental charges may be accepted by the Authority at any time prior to the actual court appearance. Upon receipt of such monies the court proceeding shall be terminated. Partial payment will not be accepted. If the tenant pays the rent in full prior to the court date, the tenant will still be obligated to pay court costs if the Authority has already incurred them.
10. All outstanding vacated accounts will be sent to the Authority's designated collection agency.
11. Vacated accounts will be written off every six months.
12. Maintenance charges become due and owing as rent after 60 days. A tenant may contact the Director of Staff Operations to request a repayment agreement. Repayment agreements will be made as follows:
 - A.) Under \$100 must be paid in no less than a three-month period in equal monthly installments.
 - B.) Any amount over \$100 must be paid in full within a six-month period in equal installments.
 - C.) If the above-mentioned schedule of payment is defaulted upon, said charges will become due and payable as rent.

Habitual Late Payments

1. A tenant will be considered to be a habitual late payer if his or her rent paying history fits the following categories:

Attachment A

- A.) The tenant pays rent only every two months at least six times during a one-year period.
 - B.) The tenant pays rent only after being set up for court at least three times during a one-year period.
 - C.) The tenant defaults in court, or defaults on a court agreed repayment agreement, at least two times during their tenancy.
- 2. Upon enactment of this policy, the Authority will review each tenant's rent paying record.
 - 3. Tenants meeting the conditions of categories A. or B. upon enactment of this policy, will receive a notice to cease for habitual late payments and will be set up for court every month that rent is not paid. Staff will have the discretion not to allow longer grace periods or repayment agreements outside of the court process. If the Authority must set up the tenant for court four more times within any one year period, the Authority will then not accept the rent and proceed with eviction for habitual late payments.
 - 4. If a tenant meets the conditions of category A. or B. any time after the enactment of this policy, the Authority will impose the remedy indicated in no. 3 above.
 - 5. Tenants in category C. above who have previously been sent notices to cease and/or notices of terminations prior to the enactment of this policy, will be evicted for habitual late payments if the Authority has to set them up for court for non payment of rent at any time in the future. The Authority will then not accept the rent and proceed with eviction.
 - 6. If a tenant meets the conditions of category C. anytime after the enactment of this policy, the Authority will send a notice to cease and will not accept the rent if the Authority is forced to set the tenant up for non payment of rent at any time in the future. The Authority will then not accept the rent and proceed with eviction for habitual late payments.
 - 7. All tenants who are found to be habitual late payers as specified in A., B., or C. above, will be set up for court every month the rent is not paid. Authority staff will have the discretion to not make longer grace periods or repayment agreements.

Repayment of Back Rent

- 1. For some time, the Authority has been investigating unreported income of tenant household members, and pursuing the collection of back rents from these tenants.
- 2. HUD is now requiring public housing authorities to use upfront verification methods, and to pursue all back rents or Excess Rental Assistance as the term is applied by HUD. The Authority has instituted an upfront method of verifying tenant household income through an agreement with the NJ Department of Labor. Under this agreement the Authority can access via the internet the income of all tenant household members, and no longer must rely on the information provided by the tenant.
- 3. The Authority expects the number of cases involving unreported income and back rents to increase dramatically. Therefore, it is necessary to establish a uniform procedure for collecting these back rents.
- 4. All back rent agreements in effect at the time this policy is enacted will remain as currently agreed unless the tenant defaults on the payments and it is necessary to renegotiate the agreement. If it is necessary to renegotiate the agreement, the procedures in this policy will apply.
- 5. Any back rent not covered under a signed repayment agreement upon enactment of this policy, will be subject to the procedures in this policy.
- 6. Unreported income of borders, lodgers, or of those found to be subletting a unit will be subject to this back rent policy; after the Authority has taken steps and successfully proves those individuals reside or resided in the unit.
- 7. Unreported income from any and all family members listed on the tenant's lease are subject to back rent, even if the tenant claims the family member was not in the household during this time. It is the tenant's responsibility to take the family member off the lease when that person vacates.

Attachment A

8. Unreported income of tenant families paying a flat rent will not be subject to back rent, unless the income belongs to a border, lodger, or other person not listed on the lease; and the presence of that person in the unit would subject the tenant to a higher flat rent. For example, tenant families that require a transfer to a smaller unit pay the flat rent of the unit size they should be in rather than the flat rent for the unit they are actually in. If the presence of a border causes the family to actually still be eligible for the larger unit, than the Authority will retroactively impose the flat rent of the larger unit.
9. Unreported income that would have been subject to an income disallowance will not be subject to back rent. However, the Authority reserves the right to evict the tenant for violating the lease agreement, i.e. for failure to report all household income. Also, the time period for the disallowance to be in effect will be started from the date the tenant began the employment, not the date the income was reported.
10. Any tenant found to have purposely not reported income of any family members more than twice will be subject to eviction for fraud after an investigation by the Authority into the extent of the violation. This investigation will take into consideration the amount of the income, the length of time the family member has received or was receiving the income, and the capacity of the head of household to comply with the lease agreement.
11. Repayment agreements will be made so that the tenant family must pay a monthly repayment amount equal to between 5 and 10 percent of their current adjusted income, for a total monthly rental payment not to exceed between 35 and 40 percent of adjusted income. This method is implemented for several reasons:
 - A. HUD regulations currently allow section 8 participants to pay up to 40 percent of their income for rent. Therefore, HUD must view this percentage as not being an unnecessary burden on participants.
 - B. The Authority also feels this is a reasonable repayment amount and will not unnecessarily burden the family. If a family continues to violate the lease agreement by not reporting income, the Authority will pursue eviction as stated in no. 10 above.
 - C. Repayment agreements will be equitable in that all families will pay repayment agreements as a percentage of their incomes.
 - D. If a tenant family is currently paying less than 30 percent of adjusted income for rent due to income disallowances, the amount of the monthly repayment amount will be adjusted so that the total monthly rental amount (regular plus repayment) is equal to between 35 and 40 percent of adjusted income.
 - E. The amount of the repayment agreement will be established based on the circumstances surrounding the tenant's failure to report the income, the tenant's ability to make the monthly payments, and the total amount to be repaid.
12. If a tenant family refuses to enter into the repayment agreement, or fails to make two monthly back rent payments, the Authority will move to institute court proceedings against the family and will request the total amount owed be paid in full.

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	120,000			
	Management Improvements Hard Costs				
4	1410 Administration	120,000			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	35,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	200,000			
10	1460 Dwelling Structures	600,000			
11	1465.1 Dwelling Equipment—Nonexpendable	5,000			
12	1470 Nondwelling Structures	100,000			
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,000			
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,200,000			
	Amount of line XX Related to LBP Activities	50,000			
	Amount of line XX Related to Section 504 compliance	100,000			
	Amount of line XX Related to Security--Soft Costs	38,350			
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	425,000			
	Collateralization Expenses or Debt Service				

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Perth Amboy			Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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		Obligated	Expended	
PHA-Wide	Security Guards		1408		38,350				
Management	Youth Painter Apprenticeship Program		1408		66,650				
Improvements	Resident Business Development Program		1408		5,000				
	PHA Staff Training		1408		5,000				
	Computer Software		1408		5,000				
PHA-Wide	Nontechnical Salaries		1410.1		20,650				
Administration	Technical Salaries		1410.2		72,000				
	Legal Expense		1410.4		2,500				
	Employee Benefit Contributions		1410.9		20,650				
	Printing Costs		1410.12		1,700				
	Advertising Costs		1410.19		2,500				
PHA-Wide	Boiler Repairs		1460		50,000				
Physical	Apartment Painting		1460		35,000				
Improvements	Replace Stoves and Refrigerators		1465		5,000				
	Expand Community Center Building		1470		100,000				

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Perth Amboy			Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
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		Obligated	Expended	
NJ 6-1	A/E Services for Windows and Facades		1430		15,000				
Dunlap Homes	Replace Steam and Hot Water Piping		1450		65,000				
	Site Improvements		1450		30,000				
	Replace Windows and Restore Bldg. Facades		1460		200,000				
	Lead-Based Paint Abatement		1460		50,000				
NJ 6-2	Replace Steam and Hot Water Piping		1450		65,000				
Delaney Homes	Site Improvements		1450		25,000				
	Re-roof Buildings		1460		40,000				
	Renovate Apartment Bathrooms		1460		30,000				
NJ 6-5	Asbestos Safety Control Monitor Services		1430		8,000				
Hansen Apartments	A/E Services for Apartment Renovation		1430		12,000				
	Site Improvements & Landscaping		1450		15,000				
	Asbestos Abatement on 3 rd Floor		1460		45,000				
	Renovate 4 th Floor Apartments and Hallways		1460		150,000				
	Relocate Residents from 2 nd Floor to 3 rd Floor		1495.1		5,000				

Attachment B

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 City of Perth Amboy			Grant Type and Number Capital Fund Program No: NJ39-P006-50103 Replacement Housing Factor No:			Federal FY of Grant: 2003	
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	
PHA-Wide	5/31/2005			5/31/2007			
Management Improvements							
PHA-Wide	5/31/2005			5/31/2007			
Physical Improvements							
NJ 6-1	5/31/2005			5/31/2007			
Dunlap Homes							
NJ 6-2	5/31/2005			5/31/2007			
Delaney Homes							
NJ 6-4	5/31/2005			5/31/2007			
Stack Apartments							
NJ 6-5	5/31/2005			5/31/2007			
Hansen Apartments							

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: NJ39-R006-50103			Federal FY of Grant: 2003
X Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	500,000			
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	500,000			
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security –Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Attachment B

[illegible]

Attachment B

[illegible]

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50102 Replacement Housing Factor Grant No:			Federal FY of Grant: 2002
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies X Revised Annual Statement (revision no: 2) X Performance and Evaluation Report for Period Ending: 9/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	120,000	120,000		
	Management Improvements Hard Costs				
4	1410 Administration	120,000	120,000		
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	73,000	92,000	13,720	6,900
8	1440 Site Acquisition				
9	1450 Site Improvement	197,132	197,132	3,528	3,528
10	1460 Dwelling Structures	695,500	676,500	86,613	3,300
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	5,000	5,000		
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,210,632	1,210,632	103,861	13,728
	Amount of line XX Related to LBP Activities	40,000	40,000	3,300	3,300
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs	38,350	38,350		
	Amount of Line XX related to Security-- Hard Costs	22,500	22,500		
	Amount of line XX Related to Energy Conservation Measures	390,000	390,000	44,341	1,028
	Collateralization Expenses or Debt Service				

Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Perth Amboy			Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
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	Obligated	Expended	
PHA-Wide	Security Guards		1408		38,350	38,350	0	0	
Management	Youth Painter Apprenticeship Program		1408		66,650	66,650	0	0	
Improvements	Resident Business Development Program		1408		5,000	5,000	0	0	
	PHA Staff Training		1408		5,000	5,000	0	0	
	Computer Software		1408		5,000	5,000	0	0	
PHA-Wide	Nontechnical Salaries		1410.1		20,650	20,650	0	0	
Administration	Technical Salaries		1410.2		72,000	72,000	0	0	
	Legal Expense		1410.4		2,500	2,500	0	0	
	Employee Benefit Contributions		1410.9		20,650	20,650	0	0	
	Printing Costs		1410.12		1,700	1,700	0	0	
	Advertising Costs		1410.19		2,500	2,500	0	0	
PHA-Wide	Physical Needs Assessment		1430		40,000	40,000	0	0	
Physical	Boiler Repairs		1460		50,000	50,000	0	0	
Improvements	Apartment Painting		1460		32,000	32,000	0	0	

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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Perth Amboy			Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
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
							Obligated	Expended	
NJ 6-1	A/E Services for Windows and Facades		1430		12,000	12,000	0	0	
Dunlap Homes	Replace Steam and Hot Water Piping		1450		45,000	45,000	1,028	1,028	
	Site Improvements		1450		35,000	35,000	2,500	2,500	
	Install Playground		1450		45,000	45,000	0	0	
	Replace Windows and Restore Bldg. Facades		1460		200,000	200,000	43,313	0	
	Lead-Based Paint Abatement		1460		40,000	40,000	3,300	3,300	
NJ 6-2	A/E Services for Bathrooms		1430		5,000	5,000	0	0	
Delaney Homes	Replace Steam and Hot Water Piping		1450		45,000	45,000	0	0	
	Site Improvements		1450		10,000	10,000	0	0	
	Renovate Apartment Bathrooms		1460		75,000	35,000	0	0	
	Re-roof Buildings		1460		40,000	40,000	0	0	

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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Perth Amboy			Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50102 Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
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
NJ 6-4	A/E Services for Site Improvements		1430		0	10,000	0	0	
Stack Apartments	Site Improvements and Landscaping		1450		17,132	17,132	0	0	
	Upgrade Emergency Call System		1460		10,000	10,000	0	0	
	Replace Fire Doors		1460		1,000	15,000	0	0	
	Upgrade Apartment Bathrooms		1460		0	45,000	0	0	
NJ 6-5	A/E Services for Site Improvements		1430		0	10,000	0	0	
Hansen Apartments	Asbestos Safety Control Monitor Services		1430		6,000	5,000	3,500	0	
	A/E Services for Apartment Renovation		1430		10,000	10,000	10,220	6,900	
	Asbestos Abatement on 4 th Floor		1460		25,000	35,000	40,000	0	
	Renovate 4 th Floor Apartments and Hallways		1460		200,000	152,000	0	0	
	Upgrade Emergency Call System		1460		12,500	12,500	0	0	
	Replace Sanitary Piping		1460		10,000	10,000	0	0	
	Relocate Residents from 3 rd Floor to 4 th Floor		1495.1		5,000	5,000	0	0	

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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 City of Perth Amboy			Grant Type and Number Capital Fund Program No: NJ39-P006-50102 Replacement Housing Factor No:			Federal FY of Grant: 2002	
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	
PHA-Wide	5/31/2004			5/31/2006			
Management Improvements							
PHA-Wide	5/31/2004			5/31/2006			
Physical Improvements							
NJ 6-1	5/31/2004			5/31/2006			
Dunlap Homes							
NJ 6-2	5/31/2004			5/31/2006			
Delaney Homes							
NJ 6-4	5/31/2004			5/31/2006			
Stack Apartments							
NJ 6-5	5/31/2004			5/31/2006			
Hansen Apartments							

Attachment B

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50101 Replacement Housing Factor Grant No:			Federal FY of Grant: 2001
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies X Revised Annual Statement (revision no: 1) X Performance and Evaluation Report for Period Ending: 9/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	130,000	130,000	119,656	119,656
	Management Improvements Hard Costs				
4	1410 Administration	130,000	130,000	129,916	127,728
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	28,600	23,060	19,419	19,419
8	1440 Site Acquisition				
9	1450 Site Improvement	242,600	121,177	216,203	188,873
10	1460 Dwelling Structures	749,267	584,330	596,455	521,628
11	1465.1 Dwelling Equipment—Nonexpendable	17,350	7,350	0	0
12	1470 Nondwelling Structures	0	130,000	117,008	76,974
13	1475 Nondwelling Equipment	0	36,000	89,570	79,170
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	4,350	4,350	14,040	14,040
18	1499 Development Activities	0	136,000	0	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	1,302,267	1,302,267	1,302,267	1,147,438
	Amount of line XX Related to LBP Activities	26,000	46,000	0	0
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs	43,350	43,350	0	0
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures	277,300	348,360	260,405	0
	Collateralization Expenses or Debt Service				

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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50101 Replacement Housing Factor Grant No:					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 Work
					Original	Revision 1	Obligated	Expended	
PHA-Wide	Security Guards		1408		43,350	43,350	46,006	46,006	
Management	Youth Painter Apprenticeship Program		1408		73,650	73,650	73,650	73,650	
Improvements	Resident Business Development Program		1408		6,500	6,500	0	0	
	PHA Staff Training		1408		6,500	6,500	0	0	
PHA-Wide	Nontechnical Salaries		1410.1		21,650	21,650	24,000	24,000	
Administration	Technical Salaries		1410.2		78,000	78,000	68,434	68,434	
	Legal Expense		1410.4		3,500	3,500	7,514	7,514	
	Employee Benefit Contributions		1410.9		21,650	21,650	27,730	27,730	
	Printing Costs		1410.12		1,700	1,700	2,238	0	
	Advertising Costs		1410.19		3,500	3,500	0	0	
PHA-Wide	Parking Lot Sealing & Restriping		1450		0	12,572	12,572	12,572	
Physical	Boiler Repairs		1460		43,350	53,350	45,604	45,604	
Improvements	Apartment Painting		1460		34,650	34,650	87,551	87,551	
	Replace Stoves and Refrigerators		1465.1		17,350	7,350	0	0	
	Administrative Office Building Addition		1470		0	130,000	105,550	68,501	
	Office Furniture and Equipment		1475		0	36,000	89,570	79,170	
	Development Activities -NJ39-P006-011		1499		0	136,000	0	0	

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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50101 Replacement Housing Factor Grant No:					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 Work
					Original	Revision 1	Obligated	Expended	
NJ 6-1	A/E Services for Windows and Facades		1430		8,650	5,000	4,175	4,175	
Dunlap Homes	Replace Steam and Hot Water Piping		1450		34,650	74,650	137,380	135,520	
	Site Improvements		1450		30,250	5,000	22,116	12,646	
	Install Playground		1450		43,350	0	0	0	
	Replace Windows and Restore Bldg. Facades		1460		138,650	189,405	126,519	59,021	
	Lead-Based Paint Abatement		1460		26,000	46,000	61,003	61,003	
	Install Ridge Vents on Roofs		1460		17,350	14,600	14,600	14,600	
	Emergency Electrical Repairs		1460		0	0	9,227	9,227	
NJ 6-2	A/E Services for Bathrooms		1430		8,650	0	10,575	10,575	
Delaney Homes	Ground Water Monitoring for Contamination		1430		0	13,650	0	0	
	Replace Steam and Hot Water Piping		1450		52,000	23,955	11,553	11,553	
	Site Improvements		1450		39,000	5,000	16,582	16,582	
	Replace Wood Flooring in Apartments		1460		21,650	0	7,281	7,281	
	Repair Entrance Porches		1460		69,350	0	0	0	
	Renovate Apartment Bathrooms		1460		173,350	0	0	0	
	Re-roof Buildings		1460		86,650	43,325	13,840	13,213	
	Replace Ceilings		1460		0	15,000	8,704	7,300	
	Emergency Electrical Repairs		1460		0	0	266	266	

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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: NJ39-P006-50101 Replacement Housing Factor Grant No:					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 Work
					Original	Revision 1	Obligated	Expended	
NJ 6-2	Community Center Renovations		1470		0	0	11,458	8,473	
Delaney Homes									
NJ 6-4	Replace Sidewalks		1450		26,000	0	16,000	0	
Stack Apartments	Landscaping		1450		17,350	0	0	0	
	Emergency Elevator Repairs		1460		0	0	11,586	11,586	
	Apt. Flooring		1460		0	0	3,239	3,239	
NJ 6-5	Asbestos Safety Control Monitor Services		1430		4,350	0	0	0	
Hansen Apartments	A/E Services for Apartment Renovation		1430		6,950	4,410	4,669	4,669	
	Asbestos Abatement on 5th Floor		1460		21,650	0	0	0	
	Renovate 5th Floor Apartments and Hallways		1460		116,617	186,000	193,737	193,737	
	Replace Boiler Room Doors		1460		0	2,000	4,418	0	
	Duct Cleaning and Repair		1460		0	0	8,000	8,000	
	Emergency Elevator Repair		1460		0	0	880	0	
	Relocate Residents from 4th Floor to 5th Floor		1495.1		4,350	4,350	14,040	14,040	

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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 City of Perth Amboy		Grant Type and Number Capital Fund Program No: NJ39-P006-50101 Replacement Housing Factor No:				Federal FY of Grant: 2001	
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	
PHA-Wide							
Management Improvements	3/2003		9/21002	3/2004			
PHA-Wide							
Physical Improvements	3/2003		9/2002	3/2004			
NJ 6-1							
Dunlap Homes	3/2003		9/2002	3/2004			
NJ 6-2							
Delaney Homes	3/2003		9/2002	3/2004			
NJ 6-4							
Stack Apartments	3/2003		9/2002	3/2004			
NJ 6-5							
Hansen Apartments	3/2003		9/2002	3/2004			

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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: NJ39-R006-50100			Federal FY of Grant: 2000
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies X Revised Annual Statement (revision no: 2) X Performance and Evaluation Report for Period Ending: 9/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs	55,000	55,000	55,000	15,365
	Management Improvements Hard Costs				
4	1410 Administration	53,000	53,000	53,000	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	147,216	444,747	444,747	3,309
8	1440 Site Acquisition				
9	1450 Site Improvement				0
10	1460 Dwelling Structures				0
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	300,000	2,469	2,469	2,469
18	1499 Development Activities				
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	555,216	555,216	555,216	21,143
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security—Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages									
PHA Name: Housing Authority of the City of Perth Amboy			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: NJ39-R006-50100				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
					Revision 1	Revision 2	Obligated	Expended	
PHA-Wide	Youth Painter Apprenticeship Program		1408		30,000	30,000	30,000	0	
Management	PHA Staff Training		1408		9,635	9,365	9,365	0	
Improvements	Computer Software Upgrades		1408		15,365	15,365	15,365	15,365	
PHA-Wide	Nontechnical Salaries		1410.1		8,500	8,500	8,500	0	
Administration	Technical Salaries		1410.2		32,000	32,000	32,000	0	
	Legal Expense		1410.4		1,500	1,500	1,500	0	
	Employee Benefit Contributions		1410.9		9,000	9,000	9,000	0	
	Printing Costs		1410.12		500	500	500	0	
	Advertising Costs		1410.19		1,500	1,500	1,500	0	
PHA-Wide	Planning and Program Management		1430		147,216	444,747	444,747	3,309	
Development	Resident Relocation		1495.1		300,000	2,469	2,469	2,469	

Attachment B

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Attachment B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: NJ39-R006-50101			Federal FY of Grant: 2001
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies X Revised Annual Statement (revision no: 1) X Performance and Evaluation Report for Period Ending: 9/30/2002 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	0	56,000	56,000	0
5	1411 Audit				
6	1415 Liquidated Damages	0	511,820	511,820	0
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	567,820	0	0	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	567,820	567,820	567,820	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

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Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary					
PHA Name: Housing Authority of the City of Perth Amboy		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: NJ39-R006-50102			Federal FY of Grant: 2002
Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies X Revised Annual Statement (revision no: 1) X Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	0	57,000	0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	0	200,000	178,433	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities	574,338	317,338	0	0
19	1502 Contingency				
	Amount of Annual Grant: (sum of lines.....)	574,338	574,338	178,433	0
	Amount of line XX Related to LBP Activities				
	Amount of line XX Related to Section 504 compliance				
	Amount of line XX Related to Security --Soft Costs				
	Amount of Line XX related to Security-- Hard Costs				
	Amount of line XX Related to Energy Conservation Measures				
	Collateralization Expenses or Debt Service				

Attachment B

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Attachment C

Capital Fund Program Five-Year Action Plan Part I: Summary					
PHA Name Housing Authority of the City of Perth Amboy				<input checked="" type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY: 2004	Work Statement for Year 3 FFY Grant: PHA FY: 2005	Work Statement for Year 4 FFY Grant: PHA FY: 2006	Work Statement for Year 5 FFY Grant: PHA FY: 2007
	Annual Statement				
NJ 6-1 Dunlap Homes		445,000	815,000	790,000	
NJ 6-2 Delaney Homes		175,000	0	0	
NJ 6-4 Stack Apts.		20,000	20,000	40,000	
NJ 6-5 Hansen Apts.		230,000	35,000	40,000	
PHA-Wide Physical Improvements		90,000	90,000	90,000	
PHA-Wide Management Improvements		120,000	120,000	120,000	
CFP Funds Listed for 5-year planning	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000
Replacement Housing Factor Funds	500,000	500,000	0	0	0

Attachment C

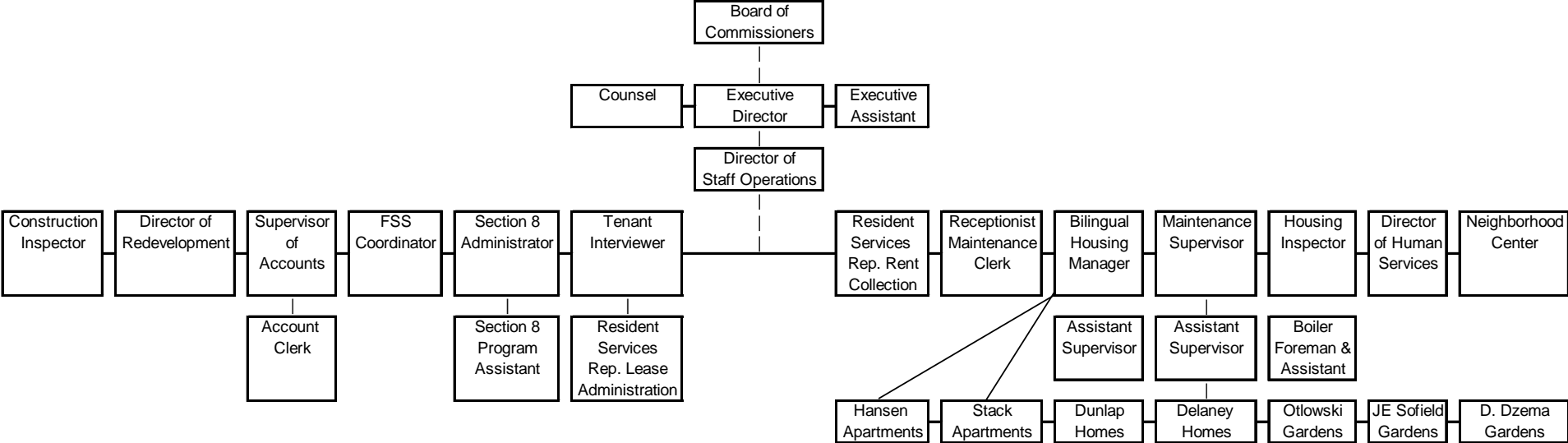
Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : 2004 FFY Grant: NJ39-P006-50104 PHA FY:			Activities for Year: 2005 FFY Grant: NJ39-P006-50105 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NJ 6-1 Dunlap Homes	Steam & HW Piping	65,000	NJ 6-1 Dunlap Homes	Steam & HW Piping	65,000
Annual		Site Improvements	30,000		Site Improvements	60,000
Statement		Windows & Facades	300,000		Windows & Facades	300,000
		LBP Abatement	50,000		LBP Abatement	50,000
	NJ 6-2 Delaney Homes	Steam & HW Piping	65,000		Radiator Valves	160,000
		Site Improvements	25,000		Hot Water Heaters	30,000
		Re-roofing	40,000			
		Apt. Bathrooms	45,000	NJ 6-4 Stack Apts.	Rear Entrance	20,000
	NJ 6-4 Stack Apts.	Electrical Panels	20,000			
	NJ 6-5 Hansen Apts.	Asbestos Abatement	30,000	NJ 6-5 Hansen Apts.	Site Lighting	35,000
		Apt. Renovation	180,000		Renovate First Floor	150,000
		Landscaping	20,000	PHA-Wide Physical	Boiler Repairs	50,000
	PHA-Wide Physical	Boiler Repairs	50,000	Improvements	Stoves & Refrigerators	5,000
	Improvements	Stoves & Refrigerators	5,000		Apt. Painting	35,000
		Apt. Painting	35,000			
	PHA-Wide	Security Guards	40,000	PHA-Wide	Security Guards	40,000
	Management	Apprenticeship	68,000	Management	Apprenticeship	68,000
	Improvements	Resident Business Dev.	6,000	Improvements	Resident Business Dev.	6,000
		Staff Training	6,000		Staff Training	6,000
	Total CFP Estimated Cost		\$1,200,000			\$1,200,000

Attachment C

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : 2006 FFY Grant: NJ39-P006-50106 PHA FY:			Activities for Year: 2007 FFY Grant: NJ39-P006-50107 PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	NJ 6-1 Dunlap Homes	Steam & HW Piping	65,000	NJ 6-1 Dunlap Homes	Steam & HW Piping	65,000
Annual		Site Improvements	30,000		Site Improvements	30,000
Statement		Windows & Facades	450,000		Windows & Facades	450,000
		LBP Abatement	50,000		LBP Abatement	50,000
		Replace Boilers or			Replace Boilers or	
		De-centralize Heating	195,000		De-centralize Heating	195,000
	NJ 6-4 Stack Apts.	Apt. Flooring	40,000	NJ 6-4 Stack Apts.	Apt. Entry Doors	40,000
	NJ 6-5 Hansen Apts.	Parking Lot	40,000	NJ 6-5 Hansen Apts.	Emergency Generator	40,000
	PHA-Wide Physical	Boiler Repairs	50,000	PHA-Wide Physical	Boiler Repairs	50,000
	Improvements	Stoves & Refrigerators	5,000	Improvements	Stoves & Refrigerators	5,000
		Apt. Painting	35,000		Apt. Painting	35,000
	PHA-Wide	Security Guards	40,000	PHA-Wide	Security Guards	40,000
	Management	Apprenticeship	68,000	Management	Apprenticeship	68,000
	Improvements	Resident Business Dev.	5,000	Improvements	Resident Business Dev.	5,000
		Staff Training	5,000		Staff Training	5,000
Total CFP Estimated Cost			\$1,200,000			\$1,200,000

Attachment D

Organization Chart



PET POLICY

(Dunlap Homes, Delaney Homes, Otlowski Gardens)

I. Preamble

Section 526 of the Quality Housing and Work Responsibility Act of 1998 added a new section 31 to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for residents of Public Housing. This policy is intended to implement this requirement. This policy is applicable to residents of Dunlap Homes, Delaney Homes, and Otlowski Gardens.

II. Rights of Residents to Have Pets

Residents have the right to keep pets in accordance with HUD regulations at 24 CFR Part 960, Subpart G; New Jersey State Law; City of Perth Amboy applicable ordinances; and Perth Amboy Housing Authority policies. Residents found in non-compliance of these requirements will be required to come into compliance, give up their pet(s), or be subject to eviction. Residents are responsible for educating themselves in regard to municipal and state laws.

III. Common Household Pets

- A. Domesticated dogs not exceeding 25 pounds in weight and 20 inches in height. Dogs must meet both weight and height restrictions.
- B. Domesticated cats.
- C. Fish in approved tank not exceeding 20 gallons.
- D. Domesticated, caged, small birds not exceeding 12 inches in approved cage.
- E. Other domestic pets kept in approved cage such as gerbils, hamsters, guinea pigs, rabbits, and turtles.
- F. Exotic and livestock animals will not be permitted. Examples are snakes, chickens, roosters, and pigs.

IV. Limitations on the number/type of animals based on unit size.

1-2 bedrooms- one dog OR one cat as described in III A. and B. above AND one fish tank or one caged bird or one other small pet as described in III E. above.

3-5 bedroom- one dog AND one cat as described in III A. and B. above AND one fish tank or one caged bird or one other small pet as described in III E. above.

V. Non-Refundable Pet Fee

Residents with pets are required to pay a non-refundable pet fee as follows:

Dogs -	\$30.00
Cats -	\$20.00
Other pets -	\$10.00

VI. Pet Application Registration

Tenants who wish to apply for a Pet Permit must file an application for a Pet Permit at the administrative offices

VII. Pet Permit

Prior to placing a pet into residency in any Housing Authority administered housing tenant must file an application for a Pet Permit and a picture of the pet. A Pet Permit will be issued after all initial conditions of this policy have been

Attachment E

met. Existing pets will be grand fathered in to this policy provided the resident reports the pet at the time of their next re-exam and provides a picture of the pet (s), which is immediately after the date this policy is enacted.

If tenant fails to register existing pet and provide a picture at this time the Housing Authority will treat pet, as being a new pet and all conditions of this policy will apply.

VIII. Conditions for Issuance of Pet Permit

- A. Tenant must submit an application for a pet permit and a picture of the pet at the administrative office. This document will be reviewed to ensure the size and type of pet conforms to Section III of this policy.
- B. Once the application for a pet permit is approved, applicant must file a certificate of Municipal Registration of the pet in accordance with local ordinance, including animals that are classified as vicious dogs in accordance with applicable municipal ordinances.
- C. 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.) Example of accepted proof is statement from a N.J. State Licensed Veterinarian stating animal is free of all related diseases.
- D. 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
- E. Prior to issuance of Pet Permit, applicant agrees to sign a statement that applicant has read and understands the Interim Pet Policy and agrees to amend the lease accordingly.
- F. 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 Housing Manager to transfer pet care responsibility to an approved friend or relative of the applicant off the premises of the project as set forth in the “Pet Emergency Care Plan”.
- G. Applicant must display a “beware of dog” sticker in the front and back windows of the apartment if a dog is on premises. The Housing Authority will supply the sticker.

IX. Pet Management Plan

- A. Pets to be confined to apartment unless on a leash when transitting.
- B. Pets shall not be allowed in common areas of buildings. Pets will be allowed in common areas of the grounds only if leashed.
- C. 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.
- D. 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 garbage receptacles.
 - 2. Placing dogs on leash and taking dog off premises to relieve itself.
Tenant is responsible for removing pet waste from common areas and grounds. Failure to do so will result in a \$20.00 charge for residents of Dunlap, Delaney and Otlowski Gardens.
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 clean up pet residue (odor, hair, seeds, feather, water) daily. Apartment must be kept clean and free of odors at all times.
 - 4. Tenant pet owner must prevent pet from damaging property (within apartment, common areas, grounds or personal property of others).
 - 5. Tenant agrees to manage pet in such a way it does not contribute to complaints from other tenants regarding behavior and activities of said pet.

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6. Tenant must certify that pet is not pregnant and has been spayed (if female) or neutered (if male). 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 (usually six months old) for being spayed or neutered and to provide the management with certification of the procedure.

X. Pet Control

Tenant must keep pet in arms (if a cat) or on a leash in public while transitting in building or on grounds.

XI. Pet Waste

Tenants who do not clean up after their pets will be charged \$20.00 at Dunlap, Delaney and Otlowski per occurrence if Housing Authority staff must clean up waste.

XII. Inspection of Apartment

Tenant agrees, as a condition of accepting the Pet Permit, that tenant's apartment will be available for inspection as in accordance with the lease agreement.

XIII. 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 a representative of the Housing Authority and to abide by determination of said hearing including removal of pet within 72 hours if removal of pet is the decision at the hearing. Final determination will be made by the Board of Commissioners in event tenant wishes to appeal.

XIV. 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.

XV. Revocation of Pet Permit

A. Revocation of Pet Permit may 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, scratched or caused injury to any person.
3. Pet makes animal sounds that are generally annoying to tenants and management. For example: barking dog, or loud meowing cat or sounds from birds.

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4. Pet defecates or urinates in apartment common areas, or grounds and is not cleaned up immediately and /or becomes repetitive in this behavior.
5. Pet is found out of control:
 - a. Dog off leash
 - b. Cat running loose
 - c. Bird not caged
6. Upon expiration of municipal animal license is not renewed within 7 days.
7. Upon expiration of inoculation unless current inoculation status is recertified.
8. Upon any determination by the Housing Authority that pet is a danger and hazard to the health and safety of tenants, management and guests of project. If tenant disagrees with determination a request for a Grievance Hearing may be made within 7 days of determination.

XVI. Death of Pet

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

Tenant Signature

Date

PET POLICY

(Hansen and Stack Apartments)

I. Preamble

Section 227 of the Housing and Urban Renewal Recovery Act of 1983, effective November 30, 1983, provides for the ownership of pets in federally assisted rental housing built exclusively for occupancy by elderly and handicapped persons. The policy is intended to meet the needs of management, non-pet owning tenants, and pet owning tenants.

II. Common Household Pets

- G. Domesticated dogs not exceeding 25 pounds in weight and 20 inches in height. Dogs must meet both weight and height restrictions.
- H. Domesticated cats.
- I. Fish in approved tank not exceeding 20 gallons.
- J. Domesticated, caged, small birds not exceeding 12 inches in approved cage.
- K. Other domestic pets kept in approved cage such as gerbils, hamsters, guinea pigs, rabbits, and turtles.
- L. Exotic and livestock animals will not be permitted. Examples are snakes, chickens, roosters, and pigs.

III. Limitations on the number/type of animals based on unit size.

One dog OR one cat as described in II A. and B. above AND one fish tank or one caged bird or one other small pet as described in II E. above.

IV. Pet Application Registration

Tenants who wish to apply for a Pet Permit must file an application for a Pet Permit at the administrative offices

V. Pet Permit

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

VI. Conditions for Issuance of Pet Permit

- H. Tenant must submit an application for a pet permit and a picture of the pet at the administrative office. This document will be reviewed to ensure the size and type of pet conforms to Section II of this policy.
- I. Once the application for a pet permit is approved, applicant must file a certificate of Municipal Registration of the pet in accordance with local ordinance, including animals that are classified as vicious dogs in accordance with applicable municipal ordinances.
- J. 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.) Example of accepted proof is statement from a N.J. State Licensed Veterinarian stating animal is free of all related diseases.

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- K. 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.
- L. Prior to issuance of Pet Permit, applicant agrees to post a pet security deposit of equal to the higher of one-month total tenant payment or \$100.00 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.
- M. Prior to issuance of Pet Permit, applicant agrees to sign a statement that applicant has read and understands the Pet Policy and agrees to amend the lease accordingly.
- N. 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 Housing Manager to transfer pet care responsibility to an approved friend or relative of the applicant off the premises of the project as set forth in the “Pet Emergency Care Plan”.

VII. **Pet Management Plan**

- E. Pets to be confined to apartment unless on a leash when transitting.
- F. Pets shall not be allowed in common areas of buildings. Pets will be allowed in common areas of the grounds only if leashed.
- G. 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.
- H. 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 garbage receptacles.
 - 2. Placing dogs on leash and taking dog off premises to relieve itself. Tenant is responsible for removing pet waste from common areas and grounds. Failure to do so will result in a \$5.00 charge for residents of Hansen and Stack Apartments.
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 clean up pet residue (odor, hair, seeds, feather, water) daily. Apartment must be kept clean and free of odors at all times.
 - 4. Tenant pet owner must prevent pet from damaging property (within apartment, common areas, grounds or personal property of others).
 - 5. Tenant agrees to manage pet in such a way it does not contribute to complaints from other tenants regarding behavior and activities of said pet.
 - 6. Tenant must certify that pet is not pregnant and has been spayed (if female) or neutered (if male). 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 (usually six months) for being spayed or neutered and to provide the management with certification of the procedure.

VIII. **Pet Control**

Tenant must keep pet in arms (if a cat) or on a leash in public while transitting in building or on grounds.

IX. **Pet Waste**

Tenants who do not clean up after their pets will be charged \$5.00 at Hansen and Stack Apartments per occurrence if Housing Authority staff must clean up waste.

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X. Inspection of Apartment

Tenant agrees, as a condition of accepting the Pet Permit, that tenant's apartment will be available for inspection as in accordance with the lease agreement.

XI. 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 a representative of the Housing Authority and to abide by determination of said hearing including removal of pet within 72 hours if removal of pet is the decision at the hearing. Final determination will be made by the Board of Commissioners in event tenant wishes to appeal.

XII. 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.

XIII. Revocation of Pet Permit

A. Revocation of Pet Permit may occur upon the occasion of the following conditions:

3. Upon death of pet.
4. Upon permanent removal of pet from the project.

C. 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, scratched or caused injury to any person.
3. Pet makes animal sounds that are generally annoying to tenants and management. For example: barking dog, or loud meowing cat or sounds from birds.
4. Pet defecates or urinates in apartment common areas, or grounds and is not cleaned up immediately and /or becomes repetitive in this behavior.
5. Pet is found out of control:
 - a. Dog off leash
 - b. Cat running loose
 - c. Bird not caged
6. Upon expiration of municipal animal license is not renewed within 7 days.
7. Upon expiration of inoculation unless current inoculation status is recertified.
8. Upon any determination by the Housing Authority that pet is a danger and hazard to the health and safety of tenants, management and guests of project. If tenant disagrees with determination a request for a Grievance Hearing may be made within 7 days of determination.

XIV. Death of Pet

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

Tenant Signature

Date

1. INTRODUCTION

(A) Program Requirements

The Perth Amboy Housing Authority (HA) shall administer the Section 8 Program in accordance with the applicable program regulations, which include the following:

- Section 8 Tenant Based Assistance; 24 CFR 982
- Combined Income and Rent Rule; 24 CFR 5
- Definition of Family; 24 CFR 812
- Fair Market Rents & Contract Rent Annual Adjustment Factors; 24 CFR 888

(B) Equal Opportunity Requirements

The HA shall administer the Program in accordance with the applicable Fair Housing and Equal Opportunity requirements.

(C) Policy Choices - Discretionary Elements

This Administrative Plan describes the policy choices of the HA in accordance with the Section 8 Program regulations.

Non-discretionary requirements are contained in the program regulations and are considered incorporated into the administrative Plan by reference.

(D) Tenant-based programs: Purpose and structure.

(1) The HUD rental assistance program provide rent subsidies so eligible families can afford rent for decent, safe, and sanitary housing. The program is administered by State and local governmental bodies called housing agencies (HAs). HUD provides funds to a HA for rent subsidy on behalf of eligible families. HUD also provides funds for HA administration of the programs.

(2) Families select and rent units that meet program housing quality standards. If the HA approves a family's unit and lease, the HA contracts with the owner to make rent subsidy payments on behalf of the family. A HA may not approve a lease unless the rent is reasonable.

(3) In the certificate program, the rental subsidy is generally based on the actual rent of a unit leased by the assisted family.

(4) In the certificate program, the unit rent generally may not exceed a HUD published fair market rent for rental units in the local housing market. For most families, the subsidy is the difference between the unit rent and 30 percent of adjusted monthly income.

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(5) In the Voucher Program, the subsidy amount is based on Payment Standards as adopted by the HA. The rent is negotiated between the owner and the tenant. If the gross rent is below the payment standard the tenant will pay below 30% of income for rent. If the gross rent is above the payment the tenant will pay more than 30% of income for rent.

(6) Section 8 assistance may be "tenant-based" or "project-based". In project-based programs, rental assistance is paid for families who live in specific housing developments or units. With tenant-based assistance, the assisted unit is selected by the family and the family may rent a unit anywhere in the United States in the jurisdiction of an HA that runs a certificate or voucher program (subject to certain restrictions).

2. SELECTION OF APPLICANTS

(A) Organization of the Waiting List

It is the HA's policy that each applicant shall be assigned his/her appropriate place in a single Section 8 Housing Application Pool. Placement on the various sub-lists shall be based upon date and time the application is received, and factors affecting preference or priority.

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(B) Selection Preferences

The application pool shall be divided into sub-lists according to residency status (Perth Amboy residents and non-residents). On each list, applicants will be ranked according to the following:

- 1) Highest Points Accumulated
- 2) Time and Date of Application

Preferences

- Approval of a public housing applicant that was not eligible for public housing but is otherwise eligible for the section 8 program. _____ (15 points)
- Relocation of a Public Housing tenant to protect the health or safety of the tenant family or other Public Housing tenants. _____ (15 points)
- Displacement to avoid reprisals due to cooperation With law enforcement officials or Housing Authority Personnel (FP) _____ (15 points)
- Relocation to accommodate Public Housing Modernization needs _____ (12 points)
- Relocation to accommodate an eligible Public Housing tenant to participate in the homeownership program _____ (10 points)
- Relocation to accommodate the employment Or job training/education of a Public Housing Head of household or spouse _____ (10 Points)

- Displaced by Fire, Flood, Natural Disaster Or condemnation of a unit by a local or state Governmental agency, and for which such Action was not the result of neglect or Intentional act of the applicant or member Of the household. Displaced due to a handicap because current unit is not accessible. Displaced as a result of domestic violence. _____ (3 Points)

- Rent Burdened _____ (1 point)
- Involuntarily Displaced _____ (1 point)
- Substandard Housing _____ (1 point)
- Veteran of a foreign war (HH only) _____ (1 Point)

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- Working Family
(Or age 62 or older, or disabled) _____ (1 Point)
- More than 5 years on list _____ (15 Points)

WELFARE-TO-WORK ONLY

- Applicant has job offer or job that necessitates
relocation outside the jurisdiction of Perth Amboy
in order to accept or retain job _____ (20 points)
- Applicant also has an active public housing
application _____ (15 points)

TOTAL POINTS _____

(C) Administration of the Preferences

- (a) The HA requires applicant verification of their qualification for a preference.
- (b) The HA will use a preference checklist or other form to obtain the family's certification that it qualifies for a preference. At the initial application interview the family will be advised to notify the HA of any change that may affect their ability to qualify for a preference.
- (c) Applicants that are otherwise eligible and are certified or verified as qualifying for a preference will be placed on the waiting list in the preference applicant pool.
- (d) Applicants that certify to a preference at the time of initial application must be able to verify their preference status prior to the offer of a Certificate or Voucher. Applicants that cannot verify current preference status will lose their preference qualification and their standing on the waiting list.
- (e) Families that lose their original local preference, but still qualify for another preference, will be placed on the waiting list in accordance with their current preference status. Families that cannot qualify for any of the preferences will be moved into a non-preference category, in a lower position on the waiting list based on date and time of application.

(D) Employment Preference:

- (a) To receive the employment preference the applicant family must have at least one family member, age 18 or older, employed at the time of the HA's offer of housing. Employment at the time of the offer must be for the 90-day period immediately prior to the offer of housing and provide a minimum of 20 hours of work per week for the family member claiming the preference.
- (b) Employment periods may be interrupted but to claim the preference a family must have an employed family member prior to the actual offer of housing as described above.
- (c) A family member that leaves a job after receiving benefit of the preference will be asked to document the reasons for the termination. Someone who quits work (as opposed to layoff, or taking a new job) will be considered to have misrepresented the facts to the HA and will have their assistance terminated.

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(d) The amount earned shall not be a factor in granting this preference. This preference shall also be available to a family if the head, spouse, or sole member is 62 or older, or is receiving social security disability, or SSI disability benefits, or any other payments based on the individual's inability to work.

(e) An employment preference shall be granted for a family that can verify participation in a job-training program for the 90-day period immediately prior to the offer of housing assistance or graduation from such a program. The family must notify the HA if it enters such a program while on the waiting list and provide documentation of participation to the HA. The HA will not grant this preference if the family fails to provide notice. Notice and verification of the preference claim must be received prior to the offer of housing. To claim this preference applicants must be in good standing with respect to attendance and program rules.

(F) Change in Preference Status while on the Waiting List

(a) Occasionally families on the waiting list who did not qualify for a preference at the time of application intake will experience a change in circumstances that qualifies them for a preference. In such instances, it will be the family's duty to contact the HA so that their status may be recertified or, depending on application processing status, reverified.

(b) To the extent that the HA determines that the family does now qualify for a preference, they will be moved up on the waiting list in accordance with their preference(s), any preference(s), and their date and time of application. They will then be informed in writing of how the change in status has affected their place on the waiting list.

(G) Opening and Closing the Waiting List

(a) The HA, at its discretion, may restrict application intake, suspend application intake, and close waiting lists in whole or in part. The HA may open or close the list by preference category.

(b) The HA will update the waiting list periodically by removing the names of those families who are no longer interested, no longer qualify for housing, or cannot be reached by telephone or mail. At the time of initial intake, the HA will advise families of their responsibility to notify the HA when mailing address or phone numbers change.

(c) If the HA's highest waiting list preference category has sufficient applications to fill anticipated vacancies for the coming 12 months, the HA

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may elect to: (a) close the waiting list completely; (b) close the list during certain times of the year; or (c) restrict intake by preference category.

(d) Decisions about closing the waiting list will be based on the number of applicants waiting for assistance, and the number of applicants who qualify for a preference. A decision to close the waiting list, restrict intake, or open the waiting list will be publicly announced.

(e) During the period when the waiting list is closed, the HA will not maintain a list of individuals who wish to be notified when the waiting list is reopened.

(f) Pursuant to the above conditions, the HA Board of Commissioners shall approve closure of the Waiting List. Announcements shall be posted at the HA Administrative Office.

(H) Removal of Applications from the Waiting List

(a) Applicants shall be removed from the waiting list if they are determined to be ineligible for assistance.

(b) Applicants who fail to respond to a HA letter and otherwise fail to express continued interest shall be removed from the List.

(c) Inactive Applications shall be retained by the HA for a period of five years.

(d) Once an Applicant is removed from the Waiting List, the Applicant will be required to reapply and shall be assigned a new application date.

(I) Records

The HA's records with respect to applications for admission shall indicate for each application the date and time of receipt; the determination by the HA as to eligibility or ineligibility of the applicant; the preference rating, if any, and any offers to provide a Certificate/Voucher.

3. ISSUING AND DENYING CERTIFICATES AND VOUCHERS

(A) Issuing Certificates and Vouchers

When a family is selected in accordance with the selection preferences contained in this policy, the participant will be provided with an oral briefing, a certificate holder's package, and shall be issued a Certificate/Voucher.

The initial term of the Certificate/Voucher shall be 60 days. An extension of an additional 30 days may be provided upon request by the Certificate/Voucher Holder. A final extension of 30 days may be provided upon request by the Certificate/Voucher Holder. The overall maximum term shall not exceed 120 days.

In making a determination to provide extensions, the Authority will consider the degree to which the Certificate/Voucher Holder can demonstrate efforts to locate an acceptable unit.

The term of the certificate shall be suspended at the time the Certificate/Voucher Holder submits a Request for Lease Approval. Suspension means 'stopping the clock' up to the time the Housing Authority approves or disapproves the request to lease the unit.

(B) Decision To Deny assistance.

The HA shall give an applicant prompt written notice of a decision denying admission to the program (including a decision that the applicant is not eligible, or denying assistance for other reasons). The notice shall give a brief statement of the reasons for the decision. The notice shall also state that the applicant may request an informal review of the decision, and state how to arrange for the informal review.

(C) Grounds for denial or termination of assistance. The HA may at any time deny program assistance for an applicant, or terminate program assistance for a participant, for any of the following grounds:

- (1) If the family violates any family obligations under the program (see 982.551).
- (2) If any member of the family has ever been evicted from public housing.
- (3) If a HA has ever terminated assistance under the certificate or voucher program for any member of the family.
- (4) If any member of the family commits drug-related criminal activity, or violent criminal activity (see 982.553).

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(5) If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.

(6) If the family currently owes rent or other amounts to the HA or to another HA in connection with Section 8 or public housing assistance under the 1937 Act.

(7) If the family has not reimbursed any HA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.

(8) If the family breaches an agreement with the HA to pay amounts owed to a HA, or amounts paid to an owner by a HA.

(9) If a family participating in the FSS program fails to comply, without good cause, with the family's FSS contract of participation.

(10) If the family has engaged in or threatened abusive or violent behavior toward HA personnel, or harasses or is otherwise uncooperative so that personnel cannot perform their job functions.

(D) Requirement to sign consent form. The HA must deny or terminate assistance if any member of the family fails to sign and submit consent forms for obtaining information.

4. DEFINITION OF FAMILY

“Family” may be:

(1) Two or more persons (with or without children) regularly living together, related by blood, marriage, adoption, guardianship, or operation of law who will live together in the assisted unit.

(2) A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides

(3) A single person family may be:

(i) An elderly person.

(ii) A displaced person.

(iii) A disabled person.

(iv) Any other single person.

(4) A child who is temporarily away from the home because of placement in foster care is considered a member of the family.

5. DEFINITION OF CONTINUOUSLY ASSISTED

An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the certificate or voucher program.

6. ENCOURAGING OWNER PARTICIPATION

The HA encourages participation of owners of suitable units located outside areas of poverty or minority concentration and encourages Certificate/Voucher Holders to relocate to these areas. The HA shall implement this policy as follows:

- A. Create map to delineate areas of poverty/minority concentration and areas located in the HA jurisdiction that offer housing opportunities in areas not of poverty/minority concentration. This map is included in the manual Finding a Good Place to Live, located in the section 8 offices.
- B. Briefing packets also contain a list of owners with property outside areas of poverty/minority concentration, and/or organizations that can assist participants in this effort. Owners will be solicited through outreach including newspaper ads, press releases, landlord briefings, provision of landlord guides, and word of mouth.
- C. The briefing packet includes an explanation of portability and a list of neighboring PHAs with contact names and phone numbers. Portability is discussed during program orientation. Participants are instructed to inform HA personnel of any problems they encounter in trying to rent in areas outside of poverty concentration.
- D. The HA will track complaints in regard to difficulty in leasing units in areas outside poverty concentration, will analyze these complaints and attempt to resolve problems within its control.

7. ASSISTING FAMILIES THAT CLAIM ILLEGAL DISCRIMINATION

A Discrimination Complaint Form shall be included in the Certificate Holders Package. The HA will provide oral instructions and written information concerning illegal discrimination and use of the form.

The HA will provide the Certificate/Voucher Holder with the addresses and telephone numbers of the HUD Office of Fair Housing and Equal Opportunity, the NJ Division of Civil Rights, and Legal Services.

8. PROVISION OF FAMILY INFORMATION TO OWNERS

The HA shall give the owner:

- (1) The family's current address (as shown in the HA records); and
- (2) The name and address (if known to the HA) of the landlord at the family's current and prior address.
- (3) The HA shall give the family a statement of the HA policy on providing information to owners. The statement must be included in the information packet that is given to a family selected to participate in the program. The HA will give the same types of information to all families and to all owners.
- (4) Owners shall be advised that tenant screening is the responsibility of the owner.

9. DISAPPROVAL OF OWNERS

(a) The HA shall not approve a unit if the HA has been informed (by HUD or otherwise) that the owner is debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

(b) When directed by HUD, the HA shall not approve a unit if:

- (1) The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending; or
- (2) A court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.

(c) In its administrative discretion, the HA may deny approval to lease a unit from an owner for any of the following reasons:

- (1) The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 14370;
- (2) The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- (3) The owner has engaged in drug trafficking;
- (4) The owner has a history or practice of non-compliance with the HQS for units leased under the tenant based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;
- (5) The owner has a history or practice of renting units that fail to meet State or local housing codes; or
- (6) The owner has not paid State or local real estate taxes, fines or assessments.

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(7) The HA must not approve a unit of the owner is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the HA determines approval of the unit would provide reasonable accommodation for a family member who is a person with disabilities.

(8) The Housing Authority may refuse to enter into a new HAP Contract with owners who refuse (or have a history of refusing) to evict families for drug related criminal activity or violent criminal activity, or for activity that threatens the health, safety or right of peaceful enjoyment of the premises by tenants, PHA employees, or owners employees.

(d) For purposes of this section, "owner" includes a principal or other interested party.

10. SUBSIDY STANDARDS / UNIT SIZE

To determine the Certificate/Voucher size for applicants, there shall be one bedroom/ sleeping room for each two persons.

Separate bedrooms shall be approved for children of the opposite sex over the age of 5.

A child under the age of 4 shall not quality for a separate bedroom.

11. FAMILY ABSENCE FROM DWELLING UNIT

The family must supply any information or certification requested by the HA to verify that the family is living in the unit, or relating to family absence from the unit. The family must promptly notify the HA of absence from the unit of all family members for periods over 10 days.

The family may not be absent from the unit for a period of more than 180 consecutive calendar days in any circumstance, for any reason. (24 CFR 982.312) Occupancy of the unit during the 180-day period of less than 30 days shall not be considered the re-occupancy of the unit. The consecutive day count shall be temporarily suspended, then resumed upon family absence.

In the case of imprisonment that is expected to last more than 180 days, and cause the absence of all family members, assistance shall be terminated upon move-out.

In the case of a vacation of all family members of over 60 days, the HA shall provide the family with a 30 day notice. If the unit is not re-occupied within 30 days, housing assistance shall be terminated.

Hospitalization and nursing home stays shall be subject to the 180 maximum.

The tenant and the HA shall promptly notify the landlord of all actions in this regard.

12. FAMILY BREAK-UPS

In the case of a family break-up, the decision to whom to provide assistance shall include the following considerations:

- a) Who has custody of minor children, or if a family member is elderly, disabled or ill.
- b) Family members remaining in the unit
- c) Family members forced to leave the unit as a result of actual or threatened physical violence by a spouse or other family member.
- d) A court ordered disposition of property that includes the housing assistance.

13. INFORMAL REVIEW FOR APPLICANT

(a) Notice to applicant. The HA shall give an applicant for participation prompt notice of a decision denying assistance to the applicant. The notice shall contain a brief statement of the reasons for the HA decision. The notice shall also state that the applicant may request an informal review of the decision and must describe how to obtain the informal review.

(b) Informal review process. The HA shall give an applicant an opportunity for an informal review of the HA decision denying assistance to the applicant. The HA review procedures shall include the following:

(1) The review shall be conducted by any person or persons designated by the HA, other than a person who made or approved the decision under review or a subordinate of this person.

(2) The applicant shall be given an opportunity to present written or oral objections to the HA decision.

(3) The HA shall notify the applicant of the HA final decision after the informal review, including a brief statement of the reasons for the final decision.

(c) When informal review is not required. The HA is not required to provide the applicant an opportunity for an informal review for any of the following:

(1) Discretionary administrative determinations by the HA.

(2) General policy issues or class grievances.

(3) A determination of the family unit size under the HA subsidy standards.

(4) A HA determination not to approve an extension or suspension of a certificate or voucher term.

(5) A HA determination not to grant approval to lease a unit under the program or to approve a proposed lease.

(6) A HA determination that a unit selected by the applicant is not in compliance with HQS.

(7) A HA determination that the unit is not in accordance with HQS because of the family size or composition.

14 INFORMAL HEARING FOR PARTICIPANT

(a) When hearing is required-

The HA shall give a participant family an opportunity for an informal hearing to consider whether the following HA decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and HA policies:

- (1) A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
- (2) A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the HA utility allowance schedule.
- (3) A determination of the family unit size under the HA subsidy standards.
- (4) A determination that a certificate program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the HA subsidy standards, or the HA determination to deny the family's request for an exception from the standards.
- (5) A determination to terminate assistance for a participant family because of the family's action or failure to act.
- (6) A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under HA policy and HUD rules.

In the cases described in paragraphs (a)(1) (4), (5) and (6) of this section, the HA must give the opportunity for an informal hearing before the HA terminates housing assistance payments for the family under an outstanding HAP contract.

(b) When hearing is not required.

The HA is not required to provide a participant family an opportunity for an informal hearing for any of the following:

- (1) Discretionary administrative determinations by the HA.
- (2) General policy issues or class grievances.
- (3) Establishment of the HA schedule of utility allowances for families in the program.
- (4) A HA determination not to approve an extension or suspension of a certificate or voucher term.
- (5) A HA determination not to approve a unit or lease.
- (6) A HA determination that an assisted unit is not in compliance with HQS. (However, the HA shall provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family as described in § 982.551(c).)

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(7) A HA determination that the unit is not in accordance with HQS because of the family size.

(8) A determination by the HA to exercise or not to exercise any right or remedy against the owner under a HAP contract.

(c) Notice to family.

(1) In the cases described in paragraphs (a)(1), (2) and (3) of this section, the HA shall notify the family that the family may ask for an explanation of the basis of the HA determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.

(2) In the cases described in paragraphs (a) (4), (5) and (6i) of this section, the HA shall give the family prompt written notice that the family may request a hearing. The notice shall:

- (i) Contain a brief statement of reasons for the decision,
- (ii) State that if the family does not agree with the decision, the family may request an informal hearing on the decision, and
- (iii) State the deadline for the family to request an informal hearing.

(d) Expeditious hearing process.

Where a hearing for a participant family is required under this section, the HA shall proceed with the hearing in a reasonably expeditious manner upon the request of the family.

(e) Hearing procedures-

(1) *Discovery by the Family.* The family shall be given the opportunity to examine before the HA hearing any HA documents that are directly relevant to the hearing. The family shall be provided with copies of requested document at a cost of \$.10 per page. Any document not made available for examination on request of the family shall not be used at the hearing.

(2) *Discovery By the HA.* The HA must be given the opportunity to examine at the HA offices before the HA hearing any family documents that are directly relevant to the hearing. The HA must be allowed to copy any such document at the HA's expense. If the family does not make the document available for examination on request of the HA, the family may not rely on the document at the hearing.

(3) *Documents.* The term "documents" includes records and regulations.

(4) *Representation by family.* At its own expense, a lawyer or other representative may represent the family.

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(5) *Hearing officer.* The hearing shall be conducted by any person or persons designated by the HA, other than a person who made or approved the decision under review or a subordinate of this person. The person who conducts the hearing shall regulate the conduct of the hearing in accordance with the HA hearing procedures.

(6) *Evidence.* The HA and the family shall be given the opportunity to present evidence, and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

(7) *Issuance of decision.* The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing. A copy of the hearing decision shall be furnished promptly to the family.

(8) *Effect of decision.* The HA is not bound by a hearing decision:

- (1) Concerning a matter for which the HA is not required to provide an opportunity for an informal hearing under this section, or that otherwise exceeds the authority of the person conducting the hearing under the HA hearing procedures.
- (2) Contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.
- (3) If the HA determines that it is not bound by a hearing decision, the HA must promptly notify the family of the determination, and of the reasons for the determination.

(f) Restrictions on assistance for noncitizens. The informal hearing provisions for the denial of assistance on the basis of ineligible immigration status are contained in 24- CFR 5.

15. PAYMENTS OF AMOUNTS OWED BY FAMILY

Prior to being placed on the Waiting List, applicants that owe money to the HA or any other subsidized housing administrator, must pay the amount owed.

Participants that fail to report income increases in a timely manner shall pay retroactive charges, and be subject to termination, as indicated in the Excess Rental Assistance Recovery Policy listed as an amendment to this policy.

16. REEXAMINATION OF INCOME

The HA must examine family income and verify income at the time of admission and at least once annually thereafter. The regulations covering reexamination of income are found at 24 CFR part 5, subpart F.

The HA will seek to obtain third party verification of family annual income, the value of assets, expenses related to deductions from annual income and other factors that affect the determination of adjusted income. However, if after four weeks a request for third party verification has not been returned the HA will use other methods of verification including but not limited to copies of paychecks, copies of bank account statements, and receipts for expenses.

A tenant may request an interim determination of family income or composition because of a change since the last determination. All changes must be reported, and documentation received, by the 20th of the month in order for the change to be effective by the first of the following month. Any changes submitted after the 20th of each month will be made for the first of the following month.

The tenant is required to report the following changes in income or family composition within 10 business days of occurrence:

1. An addition of a family member. In the event of a birth, adoption, foster child, or court-appointed custody, no prior approval is needed but the change must be reported as stated above.
2. Prior approval must be received to add new adult household members to the certificate/voucher and lease. With the exception of a spouse, adult household members will not be approved unless failure to do so will result in a hardship to the existing family members. Adult household members must also pass screening criteria related to prior criminal history prior to being added.

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3. An increase in income resulting from a change in employer, job title, part -time to full time employment, an adult family member previously unemployed obtains employment, all income received by a new family member, any new unearned income received on behalf of any family members- children or adults.
4. If a family member leaves the household this must be reported within 10 days. The Housing Authority will not permit leaseholders to repeatedly remove and add the same person to the household, even if the person is a spouse.

Increases in tenant payments will not be made until 30 days notice is provided, unless the tenant fails to report the increase within the 10- day period. In these cases the increase may be made effective without the full notice period, but no sooner than 30 days from the actual change in income.

17. SECURITY DEPOSITS

Security deposits may be collected up to an amount not to exceed private market practice and State law.

18. SPECIAL HOUSING TYPES

Housing assistance shall not be provided for Single Room Occupancy (SRO) housing.

Housing assistance shall not be provided for Shared Housing.

Housing assistance shall be provided for Congregate Housing and Independent Group Residences and Manufactured Homes provided that all HQS requirements are met.

19. VOUCHER PROGRAM PAYMENT STANDARDS

The HA shall maintain a payment standard schedule (see Appendix) for each bedroom size. The payment standards shall not be less than 90 percent, nor more than 110% of the published Fair Market Rent (in effect when the payment standard schedule is adopted.)

The HA shall periodically assess the adequacy of the payment standards. The payment standard may be increased or decreased as deemed appropriate.

20. **REASONABLE RENT REQUIREMENTS**The HA may not approve a lease until the HA determines that the initial rent to the owner is a reasonable rent.

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The HA must redetermine the reasonable rent 1) before any rent increases are given to the owner, 2) if there is a five percent decrease in the published FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary, or 3) if directed by HUD.

The HA may also redetermine the reasonable rent at any other time.

At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or redetermined by the HA.

The HA must determine whether the rent to the owner is a reasonable rent in comparison to rent for other comparable unassisted units. To make this determination, the HA must consider the location, quality, size, unit type, age of the contract unit, any amenities, housing services, maintenance and utilities to be provided by the owner in accordance with the lease agreement.

21. RESIDENCY REQUIREMENT FOR NON RESIDENT PARTICIPANTS

Non-residents selected for participation are required to live in Perth Amboy for the first year of their participation on the program. The HA may waive this requirement only in cases where living out of town is necessary to avoid a hardship to the family (i.e. proximity to work, etc.).

22. RESTRICTIONS ON NUMBER OF MOVES

Participants are restricted to one move every 12 months while on the program. The HA may waive this requirement to avoid a hardship to the family (i.e. proximity to work, etc.).

During the first year of a lease, participants are also prohibited from moving. The HA may waive this requirement for hardship cases as described above, however, the landlord must also be willing to terminate the lease.

23. ADMINISTRATIVE FEE RESERVE- USE AND AUTHORIZATION

The Board of Commissioners has established that the Executive Director may charge up to \$25,000 to the administrative fee reserve for other housing purposes permitted by State or local law (other than section 8 related expenses) before requiring Board approval.

24. ONE-STRIKE AND YOU'RE OUT POLICY

The HA will complete a criminal background check on all applicants including other adult members in the household or any member for which criminal records are available.

The Authority may deny assistance to an applicant or terminate assistance to a participant family, if any member of the family commits:

- (1) Drug related criminal activity; or
- (2) Violent criminal activity

If the Authority seeks to deny or terminate assistance because of illegal use, or possession for personal use, of a controlled substance, such use or possession must have occurred within one year before the date that the Authority provides notice to the family of the determination to deny or terminate assistance.

The Authority shall not deny or terminate assistance for such use or possession by a family member, if the family member can demonstrate that he or she:

- (1) Has an addiction to a controlled substance, has a record of such an impairment, or is regarded as having such impairment; and
- (2) Is recovering, or has recovered from, such addiction and does not currently use or possess controlled substances.

The Authority shall require a family member who has engaged in the illegal use of drugs to submit evidence of participation in, or successful completion of, a treatment program as a condition to being allowed to reside in the unit.

In determining whether to deny or terminate assistance based on drug related criminal activity or violent criminal activity, the Authority shall deny or terminate assistance if the preponderance of the evidence indicates that a family member has engaged in such activity, regardless of whether the family member has been arrested or convicted.

The Authority shall permanently deny assistance to individuals convicted of manufacturing or producing methamphetamine ("speed")

The Authority shall immediately and permanently terminate assistance for participants convicted of manufacturing or producing methamphetamine ("speed").

25. Treatment of Income Changes Resulting From Welfare Program Requirements

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If income is reduced because of a sanction imposed by a State funded Assistance Program (Welfare, Temporary Assistance to Needy Families –TANF), or because of fraud, the rent will not be reduced during the period of the income reduction.

Rent may be reduced if income is reduced because of the expiration of the time limit on receiving benefits or a situation in which a family has complied with the welfare program requirements but cannot obtain employment.

26. Minimum Rents

The HA shall charge a minimum rent of \$50.00

Exceptions to the minimum rent shall apply in hardship circumstances which include: (1) the family has lost eligibility or is awaiting an eligibility determination for a Federal, state or local assistance program, (2) the family would be evicted as a result of the imposition of the minimum rent requirements, (3) the income of the family has decreased because of changes in circumstances including loss of employment, a death in the family has occurred, and other circumstances determined by the Authority.

The exemption shall not be provided if the hardship is determined to be temporary. The Authority shall not evict the family for non-payment of rent on the basis of hardship if the hardship is determined to be temporary during the 90-day period, beginning upon the date of the family's request for the exemption. During this 90-day period, the family must demonstrate that the financial hardship is of a long-term basis. If the family demonstrates that the financial hardship is of a long-term basis, the Authority shall retroactively exempt the family from the applicability of the minimum rent for the 90-day period.

If a family requests a hardship exemption, the minimum rent is suspended until a determination is made whether: there is a hardship covered by this policy, (b) the hardship is temporary or long-term. If the Authority determines that there is no hardship covered by this policy, the minimum rent is imposed, including back payments for minimum rent from time of suspension.

If the Authority determines that the hardship is temporary, the minimum rent also is, including back payment for minimum rent from the time of suspension. The family shall not be evicted for non-payment during the 90-day period commencing on the date of the family's request for exemption of the minimum rent in excess of the tenant rent otherwise payable. If necessary, a repayment agreement will be offered for any such rent not paid during the period. If the family thereafter

demonstrates that the financial hardship is of long-term duration, the Authority shall retroactively exempt the family from the minimum rent requirement.

27. Income Targeting

On an annual basis, 75% of all new admissions shall be applicants with incomes at or below 30% of the median income.

28. Unit Inspections

All units shall be inspected and must be in compliance with the HUD Housing Quality Standards (HQS). The initial inspection shall be done within 15 days of receipt of the submission of a Request for Lease Approval. Participants and owners will be notified of the annual inspections by mail.

29. Welfare-To-Work Program

In FFY 1999 the Housing Authority received a special allocation of 160 vouchers which are to be used for the Welfare-to-Work Program.

A. Eligibility

In addition to meeting all other Section 8 program eligibility requirements as described in HUD regulations and this administrative plan; recipients of Welfare-to-Work vouchers must meet the following additional requirements:

- 1.) When initially selected for Welfare-to-Work assistance, families must be eligible to receive, be currently receiving, or shall have received within the preceding two years, assistance or services funded under the TANF program;
- 2.) The family must be in compliance with TANF work requirements;
- 3.) Tenant-based housing assistance must be determined to be critical to the family's ability to successfully obtain or retain employment;
- 4.) The family shall not already be receiving tenant-based assistance under Section 8 of the U.S. Housing Act of 1937;
- 5.) The family must be on the Section 8 Waiting list.

B. Preference for Admission

Eligible families will be selected for assistance in accordance with the Housing Authority's established selection preferences. Families will be further prioritized as follows:

- 1.) Applicant has a job or job offer that necessitates relocation outside the jurisdiction of Perth Amboy in order to retain or accept that job (20 points),
- 2.) Applicant also has an active public housing application (15 points).

C. Program Requirements

Families receiving Welfare-To-Work assistance must comply with all Section 8 program requirements as stated in HUD regulations, the Housing Authority's Administrative plan, the lease, and all other applicable documents.

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Additionally, the family will be required to do the following:

- 1.) Attend an orientation program regarding the Section 8 program,
- 2.) Attend two meetings with the Family Self Sufficiency (FSS) Coordinator or Welfare to Work Case Worker,
- 3.) Develop and implement an individual development plan,
- 4.) Participate in available supportive services and training programs,
- 5.) Search for employment,
- 6.) Attend follow-up appointments with the FSS Coordinator or Welfare to Work Case Worker to discuss, monitor, and amend if necessary the individual development plan.
- 7.) Remain housed in Middlesex County. Exceptions to this policy will be made on a case- by- case basis. For example, if the participant has a job offer or education opportunity outside the area, or is employed and maintaining self-sufficiency. Other exceptions include if the participant moves to a jurisdiction that has a welfare to work program. Participants who port outside of Perth Amboy will still be required to comply with all other provisions of this program.
- 8.) Participate for a minimum of thirty hours per week in the following types of activities: employment, education, job or skills training, active job search, or other supportive services as approved by the Housing Authority.

**HOUSING AUTHORITY OF THE
CITY OF PERTH AMBOY**

Administrative Plan

Section 8 Housing Assistance Payments Program

Adopted June 1, 1997

Revision No. 2 March 1999

Revision No. 4 November 9, 1999

Revision No. 6 May 16, 2000

Revision No. 8 November 20, 2000

Revision No. 10 January 11, 2002

Revision No. 12 September 10, 2002

Revision No. 1 November 1998

Revision No.3 October 12, 1999

Revision No. 5 January 11, 2000

Revision No. 7 August 17, 2000

Revision No. 9 October 23, 2001

Revision No. 11 May 10, 2002

HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY

Administrative Plan

Section 8 Housing Assistance Payments Program

1. Introduction
2. Selection of Applicants
3. Issuing and Denying Certificates and Vouchers
4. Definition of Family
5. Definition of Continuously Assisted
6. Encouraging Owner Participation
7. Assisting Families That Claim Illegal Discrimination
8. Provision of Family Information to Owners
9. Disapproval of Owners
10. Subsidy Standards
11. Family Absence From Dwelling Unit
12. Family Break-ups
13. Applicant Informal Review Procedures
14. Participant Informal Review Procedures
15. Payments of Amounts Owed by Family
16. Reexamination of Income
17. Security Deposits
18. Special Housing Types
19. Voucher Program Payment Standards
20. Reasonable Rent Requirements
21. Residency Requirement for Non-Resident Participants
22. Restrictions on Number of Moves
23. Administrative Fee Reserve- Use and Authorization
24. One-Strike and You're Out Policy
25. Treatment of Changes Resulting from Welfare Program Requirements
26. Minimum rents
27. Income Targeting
28. Unit Inspections
29. Welfare-To-Work Program
30. Homeownership Policy

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Preface

Merger of the Section 8 Certificate and Voucher Programs

Effective October 1, 1999 the Certificate and Voucher Programs shall be merged into the **Housing Choice Voucher Program (HCVP)**.

All Housing Assistance Payments (HAP) Contracts entered into after the effective date shall be processed in accordance with the new regulations.

Existing tenancies shall be converted to the HCVP at the time of the participant's second regular reexamination. If a participant moves to a new unit, they will be converted to the HCVP upon execution of a new HAP Contract.

The calculation of Housing Assistance Payments shall be based on the Payment Standards adopted by the Housing Authority. Payment Standards may be set anywhere between 90% and 110% of the published Fair Market Rents.

Tenant Payment:

A family renting a unit below the Payment Standard shall pay the highest of: 30% of monthly adjusted income, 10% of gross monthly income, or the minimum rent.

A family renting a unit above the Payment Standard shall pay the highest of: 30% of monthly adjusted income, 10% of gross monthly income, or the minimum rent, plus any rent above the payment standard.

When a family first receives Section 8 assistance for a particular unit, the family may not pay more than 40% of adjusted income for rent.

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Appendix

Fair Market Rents

Voucher Payment Standards

Income Limits

Utility Allowances

Application for Admission

Excess Rental Assistance Recovery Policy

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HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY

APPLICATION for the Section 8 Program

Name: Last _____ First _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ day (____) _____ eve.

Race/Ethnicity: [For statistical purposes only. Required by HUD]

1. White () Black () American Indian () Asian ()
2. Hispanic () Non Hispanic

Preference Status:

1. () Displaced by fire, flood, natural disaster, or government action
2. () Involuntary Displacement 3. () Living in Substandard Housing
4. () Paying more than 50% of monthly family income for rent

Is any family member a U.S. Veteran? () Yes () No Who? _____

Does the head of household or spouse work in Perth Amboy? () Yes () No

Family Data:

Name	Relation to Head	Sex	Age	Date of Birth	Social Security Number
1.	Head				
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					

**Housing Authority of the City of Perth Amboy
Section 8 Excess Rental Assistance
Recovery Policy**

1. For some time, the Authority has been investigating unreported income of tenant household members, and pursuing the collection of back rents from these tenants.
2. HUD is now requiring public housing authorities to use upfront verification methods, and to pursue all back rents or Excess Rental Assistance as the term is applied by HUD. The Authority has instituted an upfront method of verifying tenant household income through an agreement with the NJ Department of Labor. Under this agreement the Authority can access via the internet the income of all tenant household members, and no longer must rely on the information provided by the tenant.
3. The Authority expects the number of cases involving unreported income and back rents to increase dramatically. Therefore, it is necessary to establish a uniform procedure for collecting these back rents.
4. All back rent agreements in effect at the time this policy is enacted will remain as currently agreed unless the tenant defaults on the payments and it is necessary to renegotiate the agreement. If it is necessary to renegotiate the agreement, the procedures in this policy will apply.
5. Any back rent not covered under a signed repayment agreement upon enactment of this policy, will be subject to the procedures in this policy.
6. Unreported income of borders, lodgers, or of those found to be subletting a unit will be subject to this back rent policy; after the Authority has taken steps and successfully proves those individuals reside or resided in the unit.
7. Unreported income from any and all family members listed on the tenant's lease are subject to back rent, even if the tenant claims the family member was not in the household during this time. It is the tenant's responsibility to take the family member off the lease when that person vacates.
8. Unreported income that would have been subject to an income disallowance will not be subject to back rent. However, the Authority reserves the right to evict the tenant for violating the lease agreement, i.e. for failure to report all household income. Also, the time period for the disallowance to be in effect will be started from the date the tenant began the employment, not the date the income was reported.
9. Any tenant found to have purposely not reported income of any family members more than twice will be subject to termination for fraud after an investigation by the Authority into the extent of the violation. This investigation will take into consideration the amount of the income,

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the length of time the family member has received or was receiving the income, and the capacity of the head of household to comply with the lease agreement.

10. Repayment agreements will be made so that the tenant family must pay a monthly repayment amount equal to between 5 and 10 percent of their current adjusted income, for a total monthly rental payment not to exceed between 35 and 40 percent of adjusted income. This method is implemented for several reasons:
 - A. HUD regulations currently allow section 8 participants to pay up to 40 percent of their income for rent. Therefore, HUD must view this percentage as not being an unnecessary burden on participants.
 - B. The Authority also feels this is a reasonable repayment amount and will not unnecessarily burden the family. If a family continues to violate the lease agreement by not reporting income, the Authority will pursue eviction as stated in no. 9 above.
 - C. Repayment agreements will be equitable in that all families will pay repayment agreements as a percentage of their incomes.
 - D. If a tenant family is currently paying less than 30 percent of adjusted income for rent due to income disallowances, the amount of the monthly repayment amount will be adjusted so that the total monthly rental amount (regular plus repayment) is equal to between 35 and 40 percent of adjusted income.
 - E. The amount of the repayment agreement will be established based on the circumstances surrounding the tenant's failure to report the income, the tenant's ability to make the monthly payments, and the total amount to be repaid.
11. If a tenant family refuses to enter into the repayment agreement, or fails to make two monthly back rent payments, the Authority will move to terminate the family and will request the total amount owed be paid in full.
12. All uncollected back rents will be sent to the Authority's designated collection agency.

Attachment F

MEMORANDUM TO: Board of Commissioners

FROM: Douglas G. Dzema, PHM
Executive Director

DATE: October 19, 2001

RE: Revisions to the Section 8 Administrative Plan
Welfare To Work Program Requirements

This is to recommend approval of the attached revision to the Section 8 Administrative Plan, which adds an additional requirement for welfare to work participants. This requirement will establish thirty hours as the minimum number of hours that welfare to work clients will be required to participate in employment, education, training, job search or other supportive services, in order to remain compliant with the program.

This is necessary because staff is confronted with some clients who do not want to comply with the program requirements, and are contesting staff interpretation of what is acceptable participation. The thirty-hour minimum is consistent with current welfare requirements.

DD:kpd

Attachment F

MEMORANDUM TO: Board of Commissioners

FROM: Douglas G. Dzema, PHM
Executive Director

DATE: October 23, 2001

RE: Revisions to the Section 8 Administrative Plan
Reexamination of Income

This is to recommend approval of the attached revision to the Section 8 Administrative Plan, which changes the approval time for processing interim changes in rent from 10 business days to the 20th of the month preceding the month the change is to be effective. This change was made so that staff would not be required to make rent adjustments after the 20th of each month. Although the plan currently allows 10 business days, in practice changes are being made up to the last day of the month, which is causing errors within the Authority's computer system as they relate to landlord checks and FSS escrow balances. The former rule was confusing and restrictive for section 8 participants, which is why staff had not been enforcing it.

Any documentation brought in after the 20th of the month will be made effective for the first of the following month. For example, documentation brought in on October 25, 2001, would cause the rent to be changed on December 1, 2001.

DD:kpd

Attachment F

Memorandum To: Board of Commissioners

From: Douglas G. Dzema, PHM
Executive Director

Date: January 11, 2002

Re: Section 8 Administrative Plan
Preference Policy

This is to recommend a revision to the Section 8 Administrative Plan to allow public housing applicants found ineligible for public housing, admission to the section 8 program if that family is otherwise eligible for section 8. For example, a public housing applicant's family composition may be too large to accommodate on public housing, but the family may be able to find a suitable unit on Section 8.

Attachment

DD:kpd

Attachment F

Memorandum To: Board of Commissioners

From: Douglas G. Dzema, PHM
Executive Director

Date: May 10, 2002

Re: Section 8 Administrative Plan Revisions

This is to recommend changes to the Section 8 Administrative Plan as follows:

- 1.) Page 8, (C) Grounds for Denial or Termination of Assistance (10) If the family has engaged in or threatened abusive or violent behavior toward HA personnel, **or harasses or is otherwise uncooperative so that personnel cannot perform their job functions.** The language in bold type is added to expand HA discretion in terminating clients for this type of behavior. Section 8 clients are becoming bolder and more disrespectful of staff, behavior that is impeding staff's ability to administer the program.
- 2.) Page 23, Section 29 Welfare to Work Program, 7.) of program requirements is changed regarding portability. Based on recent HUD guidance, this section is expanded to allow participants to port to another PHA with a Welfare to Work program and requires other participants who port to comply with PAHA Welfare to Work requirements.
- 3.) Page 25. K. regarding the number of participants to be assisted under the homeownership program is changed from a maximum of 15 participants to 10 participants **per year**. This change is conditioned on the Authority receiving HUD ROSS Homeownership funding. The change is necessary to receive the grant.

Attachment

DD:kpd

Attachment G

**HOUSING AUTHORITY OF THE CITY OF PERTH AMBOY
FAMILY SELF-SUFFICIENCY PROGRAM (FSS)
ACTION PLAN**

OCTOBER 2002

Attachment G

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Attachment G

Family Self-Sufficiency Program (FSS) Action Plan

Introduction

The purpose of the FSS program is to promote the development of local strategies to coordinate the use of housing assistance with public and private resources to enable eligible families to achieve economic independence and self-sufficiency.

Each participating family must enter into a contract of participation, which will spell out the family's goals for achieving self-sufficiency, the family's responsibilities under the contract, and the social services to be provided. The contract will require the head of household to seek and maintain suitable employment during the term of the contract which is usually five years, but may be extended an additional two years for "good cause". The family has up to seven years from the date of the contract to achieve economic self-sufficiency.

Under the FSS program, an escrow savings account is established for each family. During the term of the contract, and after employment or increase in salary, the Authority will pay into the escrow account a portion of the difference between the previous amount paid and the increase in rent. The amount in the escrow account in excess of any amount owed to the Authority will be paid to the head of household with interest when the family has met its obligations under the contract: when the head of household is gainfully employed and when no member of the FSS family is a recipient of welfare assistance.

If the Authority determines that the FSS family has fulfilled certain interim goals and needs a portion of the FSS account for purposes consistent with the program, such as completion of higher education, or job training, then the Authority may disburse a portion of the funds from the family's account to meet those needs. The escrow account shall be forfeited if the family fails to meet its obligations under the contract or is still receiving welfare five years (or seven years with an extension) from the commencement of the contract. Forfeited escrow funds are treated as program receipts.

Attachment G

Family Demographics

Demographics are based on total population of public housing and section 8 participants.

	White/His.	White/Non-His.	Black/His.	Black/Non-His.	Other
Public Housing	446	7	70	82	0
Section 8	535	14	20	100	0

	Public Housing	Section 8
Wages	314	439
Unemployment	32	71
Pension	77	19
Social Security	379	177
SSI	263	158
TANF	34	51
Local Welfare	8	1
Child Support	54	148
Alimony	1	3
Other Non-Wage	65	7

Estimate of Participating Families

The Housing Authority will administer a program to serve 200 section 8 families, and 100 public housing families. Resources are available through FSS Coordinator funds, section 8 administrative fees, ROSS funds, DEP funds, and NJ Department of Labor Welfare to Work funds.

At this time the Housing Authority employs seven full time social service employees: director of human services, social services administrator/FSS coordinator, FSS case manager, welfare to work case manager, job developer, homeownership coordinator and a program assistant.

Eligible Families From Other Self-Sufficiency Programs

N/A

Attachment G

FSS Family Selection Procedures

The Housing Authority will provide a preference for 150 section 8 FSS slots to those families participating in the section 8 welfare to work program. Upon receiving a voucher, welfare to work families will be required to meet with the FSS Coordinator who will explain the requirements and benefits of the program. The welfare to work participant must then decide if he or she wants to participate.

There will be no preferences for the public housing FSS slots, and the remaining 150 section 8 FSS slots. These remaining slots will be given to those families who have expressed an interest in the program on a “first come first served” basis.

The Housing Authority will select participants for the FSS program without regard to race, color, religion, sex, handicap, familial status or national origin.

Incentives to Encourage Participation

The incentives for participation are the provision of case management, social services, escrow account, the ability to withdraw escrow money on an interim basis if needed for an eligible reason, and the section 8 voucher homeownership program.

Outreach Efforts

Outreach is conducted through direct mailings to all public housing and section 8 families on a regular basis. Where feasible materials are provided in Spanish as well as English. The housing authority also employs bilingual staff who are able to communicate with the Hispanic population.

Every family new to section 8 and public housing receives an orientation and a package of materials, which includes information regarding the FSS program. Additionally, recertification staff discusses the FSS program with the families each year during the recertification process.

FSS Activities and Support Services

The following services and partnerships have been developed to assist with addressing the needs of the families that we service:

ESL- English as a Second Language	Driver's License
GED	Credit Repair/ Money Management
Post Secondary Education	Savings and Checking Account- Budgeting
Skilled Training- Career Assessment	Child Care
Life Skills Training	Transportation
Resume/ Cover Letter Assistance	Medical Benefits
Employment	

Attachment G

In- House Services, Trainings, and Workshops

Affiliate One- Stop Career Center

Job Readiness/ Job Search Assistance/ Resume & Cover letter Writing

(Monthly workshops hosted)

Posted Employment Opportunities (Updated weekly)

Career Assessment/ Career Development/ Counseling

Assistance with completing college applications and research financial aid assistance (grants & scholarships)

GED & ESL Classes (childcare & transportation available)

Classes hosted: Monday & Friday 6:00 pm- 8:00 pm

Credit Counseling & Money Management Services

- ☐ Division of Motor Vehicle Written Test Preparation Classes (English/ Spanish)
Classes hosted: Monday & Wednesday 10:00 am
- ☐ Computer Training (Keyboarding, MS Office applications, Internet navigation)
Classes hosted: Monday 10:30am- 12:00pm Thursday 10:30 am- 12:00 pm & 2:00pm
- ☐ NJ Family Care application completion for medical benefits (Collaboration with AMERIGROUP representative)
- ☐ Painter's Pre- Apprenticeship Program

Services Referred to for Trainings, Workshops, Etc.

- ☐ Perth Amboy Adult School
 - ESL, GED Citizenship, etc.
- ☐ Division of Vocational Rehabilitation (DVR)
 - Evaluations, counseling, reintegration to the workforce
- ☐ Puerto Rican Association for Human Development (PRAHD)
 - Vision screening, lens and medical voucher assistance, day care, and multi- services
- ☐ Project ACCESS/ STRIVE
 - 4- week Job Readiness program
- ☐ Middlesex County Vocational Technical Schools
 - Skilled Trainings and High School Diploma program- Evening Sessions
- ☐ Edison Job Corps
 - Youth programs, GED, skilled trade and job placement
- ☐ Middlesex County College- Perth Amboy & Edison
 - 4- week Job Readiness program, college application assistance (fee waiver), financial and EOF
- ☐ Raritan Bay Medical Center
 - Mental Health- Assessment and Counseling
 - Addiction Treatment Services (ATS)
 - HIV/ AIDS Counseling and Testing

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- Latinos United for Prevention and Education (L.U.P.E.) – 3 Day training offered monthly
- Intervention and Crisis Services
- ☐ Puerto Rican Action Board
 - Utility Voucher assistance
- ☐ Catholic Charities
 - Child Care services, childcare provider training

Partnerships through Collaboration of Events, Trainings and Workshops

- ☐ Board of Social Services
 - Middlesex County Welfare
 - Local Welfare
 - WorkFirst NJ, Food Stamps, General Assistance (GA), Medicaid, WIC
- ☐ Perth Amboy Adult School
- ☐ Jewish Renaissance Foundation
- ☐ Project ACCESS/ STRIVE
- ☐ Middlesex County College
- ☐ Puerto Rican Association for Human Development (PRAHD)
- ☐ Raritan Bay Medical Center
- ☐ Middlesex County Vocational Technical Schools
- ☐ Jewish Family Vocational Services (JFVS)
- ☐ Central Jersey Job Developers Association (CJJDA)
- ☐ Raritan Bay Area YMCA
- ☐ Visiting Nurses Association (VNA)
- ☐ Edison Job Corps
- ☐ ASPIRA
- ☐ Division of Vocational Rehabilitation (DVR)
- ☐ Catholic Charities
- ☐ Middlesex County Probation
- ☐ Puerto Rican Action Board
- ☐ Info Line
- ☐ NJ Commission for the Blind and Visually Impaired
- ☐ Division of Youth and Family Services (DYFS)

Facilities Utilized (Housing Authority- HA)

- ☐ HA Recreation Center
- ☐ HA Frank Lautenberg Community Center
- ☐ HA Ed Scott Community Center
- ☐ HA Computer Lab
- ☐ HA Conference Room
- ☐ HA units designated for Catholic Charities Services

Facilities Utilized Outside of the HA

Raritan Bay Medical Center

Attachment G

Method for Identification of Family Support Needs

When a family begins working with a caseworker, they must complete a detailed intake form designed to obtain the needs and services required by the family. The caseworker assists the family in developing goals and pursuing the means of achieving them. The caseworker coordinates and guides the family through the process of attaining self-sufficiency. A needs matrix is kept on each family indicating what their service needs are. This matrix is used to assist the caseworker in helping the individual family, but is also used in conjunction with other clients' information to assist the staff in planning the services provided on and off site.

Program Termination and Withholding of Services

The housing authority may terminate or withhold supportive services, or terminate the family's participation in the FSS program for actions by the family or the failure of the family to act as follows:

- If the family repeatedly violates any lease or program requirement of the public housing or section 8 program.
- If the family has committed any fraud in connection with any federal housing program. Fraud may include, but is not limited to under reporting of family income and assets, and allowing persons not approved by the housing authority to live in their unit.
- If the family currently owes rent or other amounts to the housing authority or to another PHA in connection with section 8 or public housing assistance. The housing authority may elect to reduce the family's escrow balance by the amount of unpaid rent or other amounts, rather than terminate assistance.
- If the family has engaged in drug-related criminal activity or violent criminal activity.
- If the family fails to fulfill its obligations under the FSS contract of participation no later than five (5) years after entering into the contract.
- If the family is evicted from public housing or terminated from section 8 assistance in accordance with housing authority and HUD requirements.
- The family withdraws from the FSS program; or
- Such other act as is deemed inconsistent with the purpose of the FSS program.
- By operation of law.

It is the intention of the housing authority to assemble and offer services to the families who are interested in FSS, to help them gain control of their own lives, and to help them become independent and self-sufficient. If the head of the household refuses to seek or maintain suitable employment during the term of the contract or fails to live up to other obligations under the contract, the FSS Coordinator will work with the family to determine the cause of the problem(s). If the problem cannot be addressed successfully, the family will be terminated from the FSS Program, and will, according to program

Attachment G

guidelines, relinquish any escrow account. The family will not, however, lose its rental assistance. Prior to terminating a family's participation in the FSS Program, the housing authority will review the case to determine whether there are additional or alternative services available which may enable the family to successfully fulfill its obligations under the contract and/or to achieve economic independence.

Grievance Procedures

The housing authority will provide written notice and an opportunity for an informal hearing for any family determined ineligible for participation in the program, for any family that the housing authority withholds supportive services, or if the family is terminated from the FSS program.

The HA shall give a participant family an opportunity for an informal hearing to consider whether the following HA decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and HA policies.

Notice to family.

The HA shall notify the family that the family may ask for an explanation of the basis of the HA determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision.

The notice shall:

- (i) Contain a brief statement of reasons for the decision,
- (ii) State that if the family does not agree with the decision, the family may request an informal hearing on the decision, and
- (iii) State the deadline for the family to request an informal hearing.

Expeditious hearing process.

Where a hearing for a participant family is required under this section, the HA shall proceed with the hearing in a reasonably expeditious manner upon the request of the family.

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Hearing procedures

The family shall be given the opportunity to examine before the HA hearing any HA documents that are directly relevant to the hearing. The family shall be provided with copies of requested document at a cost of \$.10 per page. Any document not made available for examination on request of the family shall not be used at the hearing.

The HA must be given the opportunity to examine at the HA offices before the HA hearing any family documents that are directly relevant to the hearing. The HA must be allowed to copy any such document at the HA's expense. If the family does not make the document available for examination on request of the HA, the family may not rely on the document at the hearing.

Documents. The term "documents" includes records and regulations.

Representation by family. At its own expense, a lawyer or other representative may represent the family.

Hearing officer. The hearing shall be conducted by any person or persons designated by the HA, other than a person who made or approved the decision under review or a subordinate of this person. The person who conducts the hearing shall regulate the conduct of the hearing in accordance with the HA hearing procedures.

Evidence. The HA and the family shall be given the opportunity to present evidence, and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

Issuance of decision. The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing. A copy of the hearing decision shall be furnished promptly to the family.

Assurances of Non-Interference With Rights of Non-Participating Families.

A family's election not to participate in the FSS Program will not affect the family's admission to public housing or to the section 8 program, or the family's right to occupancy in accordance with its lease.

Timetable for Program Implementation

The housing authority's mandatory program consists of 160 section 8 FSS slots, which are filled. Therefore, it is not necessary to include a timetable in this plan.

Attachment G

Certification of Coordination

The certification can be found as an attachment to the plan.

Optional Additional Information

N/A

Eligibility of a Combined Program

N/A

Single Action Plan

This action plan covers both public housing and section 8.

Attachment H

Report on Progress Towards Meeting the Goals of the Five Year Plan

A. Mission

The PHA's mission is to provide decent housing, suitable living environments and viable urban communities for economically disadvantaged and disabled persons without discrimination while promoting and enhancing their self sufficiency and economic development.

B. Goals

1. Expand the supply of assisted housing.

- Objective: Apply for additional rental vouchers.
- Quantifiable Measure: Not less than 150 additional vouchers will be applied for over the next five years.

The Housing Authority of the City of Perth Amboy applied to HUD for mainstream vouchers and fair share vouchers in 2000, and for fair share vouchers in 2001. The 2001 application was approved for 100 additional vouchers.

- Objective: Revitalize or redevelop obsolete public housing.
- Objective: Leverage private or other public funds to create additional assisted housing.
- Quantifiable Measure: If feasible, Delaney Homes will be revitalized or redeveloped within the next five years through a mixed finance redevelopment program.
- Quantifiable Measure: In conjunction with the revitalization of Delaney Homes, Replacement Housing grant funds and excess operating reserves will be leveraged by not less than 2 times the public housing investment by attracting private and other public investment.
- Quantifiable Measure: Section 8 vouchers will be utilized to leverage conventional finance to develop an assisted living facility.

During the year 2001, the Housing Authority initiated the planning process for the revitalization of Delaney Homes including the development of an enhanced living facility at the site. The Housing Authority will continue this planning process in partnership with the City of Perth Amboy over the upcoming months and anticipates submitting a Replacement Housing Plan and an application for authority to demolish Delaney Homes in its 2002 fiscal year.

Attachment H

2. Increase assisted housing choices.

- Objective: Provide Voucher mobility counseling.
- Quantifiable Measure: 100% on new participants in the Section 8 voucher program will be counseled with regard to housing opportunities and locations available to them.

100% of new participants in the Section 8 voucher program are counseled with regard to housing opportunities and locations available at the time that they receive their voucher.

- Quantifiable Measure: 100% existing residents of public housing and recipients of Section 8 assistance will be counseled annually with regard to alternative housing opportunities and locations available through the Section 8 voucher program.

100% of existing residents of public housing and recipients of Section 8 assistance are counseled annually at the time of reexamination with regard to alternative housing opportunities and locations available through the Section 8 voucher program.

- Objective: Conduct outreach efforts to potential voucher landlords.
- Quantifiable Measure: Not less than two new landlord participants will be attracted annually.

The Housing Authority has conducted outreach efforts, including seminars for local property owners, to attract additional owners to make their properties available for Section 8 voucher holders. Forty-five (45) new owners were added to the Section 8 program in the year 2000.

- Objective: Implement voucher homeownership program.
- Quantifiable Measure: Not less than three new participants will be attracted annually.

HUD regulations governing the homeownership program were published 9/12/00 and became effective 10/12/2000. The Housing Authority amended its section 8 Administrative Plan to begin implementation of its Section 8 voucher homeownership program.

- Objective: Implement public housing or other homeownership program.
- Quantifiable Measure: Not less than two new participants will be attracted annually.

See comment concerning the objective above.

- Objective: Create enhanced living opportunities for low-income elderly residents.
- Quantifiable Measure: One enhanced care facility with 50-100 apartments will be developed within the next five years.

Attachment H

The Housing Authority intends to develop an enhanced living facility as part of revitalization of Delaney Homes.

3. Reduce the isolation of low income groups.

- Objective: Implement measure to promote income mixing by bringing higher income public housing households into lower income developments.
- Quantifiable Measure: The median income in the family housing developments will be increased by 10% over the next five years.

The Housing Authority began implementing its de-concentration policy in June, 1999 for the purpose of bringing higher income families into residency in the family housing developments, Dunlap Homes, Delaney Homes and Otowski Gardens, and placing residents to avoid concentration of the lowest income families within the same developments or buildings. At that time 15 buildings housed all families that had incomes at or below 30% of median. As of December 1, 2000, this number of buildings had been reduced to 10.

Median family income at these three family developments increased from \$10,532 in January, 2000 to \$11,805 as of December 1, 2000, a 12% increase. Average income rose in the same period from \$13,034 to \$14,515, an 11% increase.

- Objective: Implement measures to deconcentrate poverty by assuring housing opportunities are available to lower income public housing households in higher income neighborhoods.
- Quantifiable Measure: Through the use of mobility counseling, five public housing residents will choose to move annually to higher income neighborhood by participating in either the Section 8 voucher program or one of the homeownership program.

See the comment above concerning counseling for public housing residents with regard to opportunities available through the Section 8 voucher program. Two (2) public housing residents elected to accept Section 8 vouchers in the year 2000.

4. Improve community quality of life.

- Objective: Revitalize or redevelop obsolete public housing.
- Quantifiable Measure: Delaney Homes will be revitalized or redeveloped within the next five years through a mixed finance redevelopment program.

The Housing Authority plans to revitalize or redevelop Delaney Homes with HOPE VI funding. See the comments above concerning the planning for a HOPE VI application.

5. Promote self-sufficiency and economic development of assisted households.

Attachment H

- Objective: Increase the number and percentage of employed persons in assisted families.
- Quantifiable Measure: The number of assisted families with an employed person will be increased by 10% annually.

Through the Family Self-Sufficiency program, the Housing Authority provides incentives and assistance to assisted families in gaining employment. The number of Section 8 families actively participating in the FSS program increased from 111 to 133 over the past fiscal year; the number of Public Housing participants increased from 0 to 24 in the same period.

- Objective: Attract supportive services to improve assistance recipients employability.
- Quantifiable Measure: Twenty public housing residents will be assisted annually.

The Housing Authority has employed a Job Coordinator to coordinate supportive services for public housing residents and recipients of Section 8 assistance. During the past year the Authority was awarded a three year ROSS grant from HUD of \$150,000 and a U.S. Department of Labor grant of \$50,000 to fund supportive services.

- Objective: Attract supportive services to increase independence for the elderly or families with disabilities.
- Quantifiable Measure: A partnership will be developed with a service provider to provide assistance and services to the proposed assisted living facility within the next five years.

The Housing Authority plans to develop such a partnership as part of its development of an assisted living facility with HOPE VI funding. See the comments above concerning the planned development of an assisted living facility and the planned application for HOPE VI funding.

- Objective: Increase the number of public housing residents and resident owned businesses employed through Section 3 initiatives.
- Quantifiable Measure: The number of residents hired under Section 3 initiatives will increase by 10% annually.

The Housing Authority requires the employment of residents as part of its standard contracts for construction and services. Six public housing residents were employed during the year 2000. This is an increase from four residents employed in 1999, a 50% increase.

Attachment I

Report on Comments Received During the Advisory Process

To develop the Annual Plan for the fiscal year April 1, 2003 to March 31, 2004 and to update the Five Year Plan for the fiscal years 2003 to 2007, the Housing Authority convened its Planning Group, which included Housing Authority Commissioners, staff members, representatives from City agencies, and elected resident representatives from each of our public housing developments and from the Section 8 Certificate and Voucher programs. The members of the Planning group were as follows:

Dunlap - Delaney - Otlowski - Dzema - Sofield Gardens Residents' Council

Diana Bolanos
Vilma Gordon
Maria Marquez
Estelle Maxwell
Elizabeth Perez
Gregorio Rios

Hansen Apartments - Stack Apartments Residents' Council

Mary Bagala
Louis Cabassa
Richard Cavallero
Aurea Dancona
Corrine Spencer

City of Perth Amboy

Michael Keller, Director, Office of Economic and Community Development
Mildred Torres, Management Assistant, Office of the Mayor

Perth Amboy Redevelopment Agency

Helga Crowley, Executive Director

Housing Authority Board of Commissioners

E. Dorothy Carty-Daniel, Commissioner
William Devorak, Commissioner

Housing Authority Staff

Douglas G. Dzema, Executive Director
William Nalle, Director of Redevelopment

The Planning group met on October 23, 2002 to develop the draft plans. The agenda for this meeting was as follows:

Attachment I

I. Introduction

II. Planning Process

III. Five Year Plan Update

IV. Annual Plan for Fiscal Year 4/01/2003- 3/31/2004

1. Housing Needs
2. Financial resources
3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Operations and Management Policies
6. Grievance Procedures
7. Capital Improvement Needs - See V. below
8. Demolition and Disposition
9. Designation of Housing
10. Conversions of Public Housing to Tenant Based Assistance
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pet Policy
15. Certification - Audit- Asset management- Other Information

V. Capital Fund Program Budget

1. FY 2001 Report and Revised Budget
2. FY 2002 Report and Revised Budget
3. FY 2003 Proposed Budget
4. Capital Fund Program Five Year Plan

The draft plans were made available to residents and other interested parties for review following these meetings. The plans and related documents were available for inspection at the Authority's main administrative office and at the management offices at each public housing development site.

Notice of a public hearing held January 7, 2003 was published in two newspapers of general circulation, the Woodbridge Home News-Tribune and the Newark Star-Ledger, not later than 45 days prior to the date of the hearing.

No comments were received on the draft plans.