

PHA Plans

Streamlined 5-Year/Annual Version

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

OMB No. 2577-0226
(exp 05/31/2006)

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

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

Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005-06

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Housing Authority Town of Dover **PHA Number:** NJ068

PHA Fiscal Year Beginning: (mm/yyyy) 09/05

PHA Programs Administered:

- Public Housing and Section 8**
 Section 8 Only
 Public Housing Only
 Number of public housing units: 59
 Number of S8 units:
 Number of public housing units:
 Number of S8 units: 248

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

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

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

The PHA Plans and 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)

Streamlined Five-Year PHA Plan PHA FISCAL YEARS 2005 - 2009 [24 CFR Part 903.12]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: *Pending availability, apply for 40 vouchers during the 5-yr. period*
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score) *Achieve an average score fo 95%*
 - 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: *Maintain High Performer status under PHAS*

- PHA Goal: Increase assisted housing choices
Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program: *Pending FSS funding.*
 - Implement public housing or other homeownership programs:
 - Implement public housing site-based waiting lists:
 - Convert public housing to vouchers:
 - Other: (list below)

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

- PHA Goal: Provide an improved living environment
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: *Work to achieve a broad range of income.*
 - 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: *Continue to work with local law enforcement.*

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
- Increase the number and percentage of employed persons in assisted families:
 - Provide or attract supportive services to improve assistance recipients' employability: *Work in collaboration with Morris County Housing Authority.*
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. *Develop a program in consortium with neighboring HA's.*
 - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of

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

Other PHA Goals and Objectives: (list below)

Streamlined Annual PHA Plan PHA Fiscal Year 2005-06

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

A. ANNUAL STREAMLINED PHA PLAN COMPONENTS

- 1. Housing Needs
- 2. Financial Resources
- 3. Policies on Eligibility, Selection and Admissions
- 4. Rent Determination Policies
- 5. Capital Improvements Needs
- 6. Demolition and Disposition
- 7. Homeownership
- 8. Civil Rights Certifications (included with PHA Certifications of Compliance)
- 9. Additional Information
 - a. PHA Progress on Meeting 5-Year Mission and Goals
 - b. Criteria for Substantial Deviations and Significant Amendments
 - c. Other Information Requested by HUD
 - i. Resident Advisory Board Membership and Consultation Process
 - ii. Resident Membership on the PHA Governing Board
 - iii. PHA Statement of Consistency with Consolidated Plan
 - iv. (Reserved)
- 10. Project-Based Voucher Program
- 11. Supporting Documents Available for Review
- 12. FY 2005 Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Reports
- 13. Capital Fund Program 5-Year Action Plan
- 14. Other (List below, providing name for each item)

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

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

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

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

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

A. 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 PHA's Waiting Lists | | | |
|--|---------------|---------------------|-----------------|
| Waiting list type: (select one) | | | |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance | | | |
| <input 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 | 111 | | |
| Extremely low income <=30% AMI | 88 | 79% | |
| Very low income (>30% but <=50% AMI) | 21 | 19% | |
| Low income (>50% but <80% AMI) | 2 | 2% | |
| Families with children | 58 | 52% | |
| Elderly families | 12 | 11% | |
| Families with Disabilities | 8 | 7% | |
| White/Non-Hispanic | 40 | 36% | |
| Hispanic | 55 | 49% | |
| African American/Non-Hispanic | 13 | 12% | |
| Other | 3 | 3% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | | | |
| 2 BR | | | |
| 3 BR | | | |
| 4 BR | | | |
| 5 BR | | | |
| 5+ BR | | | |
| Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? <i>19 Months</i> | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? | | | |
| <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |

| Housing Needs of Families on the PHA's Waiting Lists | | | |
|---|---------------|---------------------|-----------------|
| 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 | 153 | | |
| Extremely low income <=30% AMI | 118 | | |
| Very low income (>30% but <=50% AMI) | 28 | | |
| Low income (>50% but <80% AMI) | 7 | | |
| Families with children | 0 | | |
| Elderly families | 153 | | |
| Families with Disabilities | 40 | | |
| White | 99 | | |
| Hispanic | 36 | | |
| African American/Non-Hispanic | 14 | | |
| Other | 4 | | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 0 BR | 113 | | |
| 1 BR | 40 | | |
| 3 BR | | | |
| 4 BR | | | |
| 5 BR | | | |
| 5+ BR | | | |
| Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| If yes: | | | |
| How long has it been closed (# of months)? | | | |
| Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |
| Does the PHA permit specific categories of families onto the waiting list, even if generally closed? | | | |
| <input type="checkbox"/> No <input type="checkbox"/> Yes | | | |

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **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)

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 903.12 (b), 903.7 (c)]

List on the following table 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 2005 grants) | \$2,228,275 | |
| a) Public Housing Operating Fund | 107,667 | |
| b) Public Housing Capital Fund | 70,000 | |
| c) HOPE VI Revitalization | | |
| d) HOPE VI Demolition | | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 1,990,534 | |
| f) Resident Opportunity and Self-Sufficiency Grants | 61,074 | |
| g) Community Development Block Grant | | |
| h) HOME | | |
| Other Federal Grants (list below) | | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | | |
| 2004 Capital Fund | 63,977 | PH Modernization |
| 2003 Capital Fund | 11,400 | PH Modernization |
| | | |
| 3. Public Housing Dwelling Rental Income | 227,856 | PH Operations |
| Excess Utilities | 4,956 | |
| Investment Interest | 90 | |
| 4. Other income (list below) | | |
| Washing Machines | 2,680 | PH Operations |
| | | |
| 4. Non-federal sources (list below) | | |
| Morris County Stipend Grant | 12,500 | HCV Supportive Services |
| Municipal Alliance Grant | 3,200 | HCV Supportive Services |
| | | |
| Total resources | \$4,784,209 | |
| | | |

3. PHA Policies Governing Eligibility, Selection, and Admissions

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

A. Public Housing

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

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: *month prior to occupancy*
 - Other: (describe)
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe) *credit history*
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below)
- c. Site-Based Waiting Lists-Previous Year
1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to d.

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

2. What is the number of site based waiting list developments to which families may apply at one time? ___

3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? ___

4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

d. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to 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
- Over-housed
- Under-housed
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

- 4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. If yes, list these developments on the following table:

| Deconcentration Policy for Covered Developments | | | |
|--|------------------------|--|---|
| Development Name | Number of Units | Explanation (if any) [see step 4 at §903.2(c)(1)(iv)] | Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)] |
| | | | |
| | | | |
| | | | |

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):
- Other (list below): *credit history*

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

(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: *limited market area*

(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)

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.

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 3 Veterans and veterans' families
- 1 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)

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 (*Previous Plan*)
- 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 903.12(b), 903.7(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 of the following two)

- 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))
- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member
 For increases in earned income
 Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option

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

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

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket

- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

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

(2) Minimum Rent

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

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

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

5. Capital Improvement Needs

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

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

Exemptions from sub-component 5A: PHAs that will not participate in the Capital Fund Program may skip to component 5B. All other PHAs must complete 5A as instructed.

(1) Capital Fund Program

- a. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 12 and 13 of this template (Capital Fund Program tables). If no, skip to B.
- b. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability of sub-component 5B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

(1) Hope VI Revitalization

- a. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to next component; if yes, provide responses to questions on chart below 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)
Development name:
Development (project) number:
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
- c. Yes No: Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- d. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:
- e. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

6. Demolition and Disposition

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

- a. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 or 24 (Hope VI) of the U.S. Housing Act of 1937 (42 U.S.C. 1437p) or Section 202/Section 33 (Mandatory Conversion) in the plan Fiscal Year? (If "No", skip to component 7; if "yes", complete one activity description for each development on the following chart.)

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

7. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(i)]

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

(2) Program Description

a. Size of Program

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

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

b. PHA established eligibility criteria

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

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

- A. Continue to enroll prospective clients in the homeownership-counseling program provided by the Housing Partnership of Morris County.
- B. Work in collaboration with the Morris County Affordable Housing program.
- C. Strengthen the partnership with Habitat for Humanity.

(3) Capacity of the PHA to Administer a Section 8 Homeownership Program

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

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

8. Civil Rights Certifications

[24 CFR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY '00/01 to '04/'05)

Over the past (5) years, as dictated by its year 2000 "5-year Action Plan", the Dover Housing Authority concentrated its financial efforts in addressing three much needed capital improvements. These improvements were as follows: installation of a new roof structure with improved drainage, the rehabilitation of its hallways and the replacement of apartment appliances (stoves, refrigerators and heating/cooling units). Excess funds were utilized to rehabilitate the laundry room and lobby area among other minor capital projects. There has been no recapture of funds in the last 5 years.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

a. Substantial Deviation from the 5-Year Plan

Criterion for identifying a “substantial deviation” from the PHA Plan

The Dover Housing Authority will consider the following to be changes in its *Agency Plan* necessary and sufficient to require a full review by the Resident Advisory Board before a corresponding change in the Agency Plan can be adopted.

1. Any alteration of the Authority’s *Mission Statement*;
2. Any change or amendment to a stated Strategic Goal;
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met;
4. Any introduction of a new Strategic Goal or a new Strategic Objective;
5. Any alteration in the Capital Fund Program Annual Plan that affects an expenditure greater than twenty percent (20%) of the CFP Annual Budget for that year.

In setting the above criteria, the Dover Housing Authority intends by “Strategic Goal” and “Strategic Objective” specifically those items under its *5-Year Plan*.

Because the Annual Plan already requires annual review by the Resident Advisory Board and by Public Hearing, the Authority believes this annual process to be sufficient meeting the spirit of the *Quality Housing and Work Responsibility Act of 1998*. It expects that changes to the Annual Plan will be primarily administrative in nature. It believes, however, as shown in item #5 above, that significant changes in its planned modernization expenditures should be subject to a resident/public process.

The Dover Housing Authority has also reviewed the requirements set out in HUD Notice PIH 99-51. It here incorporates the several additional criteria established by HUD for “substantial deviation” and “significant amendment or modification” to its Agency Plan. The DHA will also consider the following events to require a public process before amending such changes to its Agency Plan.

- ❑ changes to rent or admissions policies or organization of the waiting list;
- ❑ additions of non-emergency work items (items not included in the current Annual Statement or 5-Year Plan) or change in use of replacement reserve funds under the Capital Fund;
- ❑ additions of new activities not included in the current PHDEP Plan and
- ❑ any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

The Dover Housing Authority acknowledges that an exception will be made by HUD to compliance with the above criteria for any of the above changes that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

b. Significant Amendment or Modification to the Annual Plan
Same as above.

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- a. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

See Attachment B

- b. 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)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

- Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board:

Method of Selection:

- Appointment

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

- Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

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)

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)

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

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member: 12/05

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Mayor –Town of Dover (election year)

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

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

Consolidated Plan jurisdiction: County of Morris

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

- The PHA has based its statement of needs of families on its waiting list 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)

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

(4) (Reserved)

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

10. Project-Based Voucher Program

- a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.
- b. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

- c. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts): *49- eligible census tract*

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

| List of Supporting Documents Available for Review | | |
|---|---|--|
| Applicable & On Display | Supporting Document | Related Plan Component |
| x | <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i> | Standard 5 Year and Annual Plans; streamlined 5 Year Plans |
| x | State/Local Government Certification of Consistency with the Consolidated Plan. | 5 Year Plans |
| x | Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement. | 5 Year and Annual Plans |
| x | Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists. | Annual Plan: Housing Needs |
| x | Most recent board-approved operating budget for the public housing program | Annual Plan: Financial Resources |
| x | Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure. | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy. | Annual Plan: Eligibility, Selection, and Admissions Policies |
| x | Section 8 Administrative Plan | Annual Plan: Eligibility, Selection, and Admissions Policies |
| x | Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |
| x | Schedule of flat rents offered at each public housing development. <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy. | Annual Plan: Rent Determination |
| x | Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan. | Annual Plan: Rent Determination |
| x | Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach | Annual Plan: Operations and Maintenance |

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Related Plan Component |
| | infestation). | |
| x | Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment). | Annual Plan: Management and Operations |
| | Follow-up Plan to Results of the PHAS Resident Satisfaction Survey Not Necessary | Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency |
| x | Results of latest Section 8 Management Assessment System (SEMAP) | Annual Plan: Management and Operations |
| x | Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Operations and Maintenance |
| | Consortium agreement(s). Not Applicable | Annual Plan: Agency Identification and Operations/ Management |
| x | Public housing grievance procedures <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy. | Annual Plan: Grievance Procedures |
| x | Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan. | Annual Plan: Grievance Procedures |
| x | The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year. | Annual Plan: Capital Needs |
| | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants. | Annual Plan: Capital Needs |
| | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing. | Annual Plan: Capital Needs |
| | Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA). | Annual Plan: Capital Needs |
| | Approved or submitted applications for demolition and/or disposition of public housing. | Annual Plan: Demolition and Disposition |
| | Approved or submitted applications for designation of public housing (Designated Housing Plans). | Annual Plan: Designation of Public Housing |
| | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937. | Annual Plan: Conversion of Public Housing |
| | Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion. | Annual Plan: Voluntary Conversion of Public Housing |
| x | Approved or submitted public housing homeownership programs/plans. | Annual Plan: Homeownership |
| x | Policies governing any Section 8 Homeownership program (Chapter 20 of the Section 8 Administrative Plan) | Annual Plan: Homeownership |
| | Public Housing Community Service Policy/Programs n/a Senior Housing <input type="checkbox"/> Check here if included in Public Housing A & O Policy | Annual Plan: Community Service & Self-Sufficiency |
| | Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies. | Annual Plan: Community Service & Self-Sufficiency |
| x | FSS Action Plan(s) for public housing and/or Section 8. | Annual Plan: Community Service & Self-Sufficiency |
| | Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing. | Annual Plan: Community Service & Self-Sufficiency |
| | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing. | Annual Plan: Community Service & Self-Sufficiency |
| x | Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). | Pet Policy |

| List of Supporting Documents Available for Review | | |
|--|--|-------------------------------|
| Applicable & On Display | Supporting Document | Related Plan Component |
| | <input type="checkbox"/> Check here if included in the public housing A & O Policy. | |
| x | The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings. | Annual Plan: Annual Audit |
| | Consortium agreement(s), if a consortium administers PHA programs. | Joint PHA Plan for Consortia |
| | Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection | Joint PHA Plan for Consortia |
| | Other supporting documents (optional). List individually. | (Specify as needed) |

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

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|---|---------|-------------------|------------------------------------|
| PHA Name: Housing Authority Town of Dover | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850105 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2005 |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 5,000 | | | |
| 3 | 1408 Management Improvements | 5,000 | | | |
| 4 | 1410 Administration | 2,500 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 3,500 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 35,000 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 19,000 | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collaterization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$70,000 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| 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 Town of Dover | | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850105 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2005 | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| NJ068 | General Operations | 1406 | | 5,000 | | | | |
| | Office Management | 1408 | | 5,000 | | | | |
| | Improvements | | | | | | | |
| | Administration | 1410 | | 2,500 | | | | |
| | Fees and Costs | 1430 | | 3,500 | | | | |
| | Elevator Motor | 1460 | | 35,000 | | | | |
| | Stoves/Refrigerators & AC Heating and cooling pumps | 1465.1 | | 19,000 | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | TOTAL | | | \$70,000 | | | | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

**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 Town of Dover | | Grant Type and Number Capital Fund Program No: NJ39P06850105 Replacement Housing Factor No: | | | | | Federal FY of Grant: 2005 |
|--|---|---|--------|---|---------|--------|----------------------------------|
| 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 | |
| NJ068-2 | 9/30/07 | | | 9/30/08 | | | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|----------------------|---|-------------------|---------------------------------|
| PHA Name: Housing Authority Town of Dover | | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850104 Replacement Housing Factor Grant No: | | Federal FY of Grant: 2004 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/2005 <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 | 5,000 | | | |
| 3 | 1408 Management Improvements | 5,950 | | | |
| 4 | 1410 Administration | 5,500 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 5,500 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | | 40,027 | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 7,000 | | 5,000 | 2,438 |
| 12 | 1470 Nondwelling Structures | 40,027 | (40,027) | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$68,977 | | \$5,000 | \$2,438 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| 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 Town of Dover | | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850104 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2004 | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| NJ068 | General Operation | 1406 | | 5,000 | | | | Pending |
| | Office Management Improvements | 1408 | | 5,950 | | | | Pending |
| | Administration | 1410 | | 5,500 | | | | Pending |
| | Fees and Costs | 1430 | | 5,500 | | | | Pending |
| | Waterproofing | 1460 | | 12,000 | | | | Pending |
| | Elevator Rehabilitation | 1460 | | 28,027 | | | | Pending |
| | Stoves/Refrigerators & AC Heating and cooling pumps | 1465 | .1 | 7,000 | | 5,000 | 2,438 | In progress |
| | TOTAL | | | \$68,977 | | \$5,000 | \$2,438 | |

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

| 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 Town of Dover | | | Grant Type and Number Capital Fund Program No: NJ39P06850104 Replacement Housing Factor No: | | | Federal FY of Grant: 2004 | |
| 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 | |
| NJ068-2 | 9/30/06 | | | 9/30/07 | | | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|----------------------|---|-------------------|--|
| PHA Name: Housing Authority Town of Dover | | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850103 Replacement Housing Factor Grant No: | | Federal FY of Grant: 2003 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/05 <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 | 5,000 | | 5,000 | 3,078.28 |
| 3 | 1408 Management Improvements | 4,500 | | 4500 | 4500 |
| 4 | 1410 Administration | 5,900 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 5,500 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 34,660 | | 34,660 | 9,670 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 4,000 | | 4,000 | 4,000 |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$59,560 | | 48,160 | 21,248.28 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |

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

| 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 Town of Dover | | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850103 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 | Revised | Funds Obligated | Funds Expended | |
| NJ068-02 | General Operations | 1406 | | 5,000 | | 5,000 | 3,078.28 | pending |
| | Office Mgt. Improvements | 1408 | | 4,500 | | 4500 | 4,500 | Complete |
| | Administration | 1410 | | 5,900 | | | | pending |
| | Fees and Costs | 1430 | | 5,500 | | | | pending |
| | Waterproofing | 1460 | | 25,000 | 24,990 | 24,990 | | In Progress |
| | Elevator Rehabilitation | 1460 | | 9,660 | 9,670 | 9,670 | 9,670 | Complete |
| | Replacing of Heating and Cooling Pumps | 1465 | | 4,000 | | 4,000 | 4,000 | Complete |
| | TOTAL | | | \$59,560 | | 48,160 | 21,248.28 | |

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

**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 Town of Dover | Grant Type and Number Capital Fund Program No: NJ39P06850103 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 | |
| NJ068-02 | 9/30/05 | | | 9/30/06 | | | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|----------------------|---|-------------------|--|
| PHA Name: Housing Authority Town of Dover | | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850203 Replacement Housing Factor Grant No: | | Federal FY of Grant: 2003 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/05 <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 | 1,000 | | 1,000 | |
| 3 | 1408 Management Improvements | 2,374 | | 2,374 | 2,374 |
| 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 | 8,496 | | 8,496 | 2,870 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$11,870 | | \$11,870 | \$5,244 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| 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 Town of Dover | | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850203 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 | Revised | Funds Obligated | Funds Expended | |
| NJ068-02 | General Operations | 1406 | | 1,000 | | 1,000 | | pending |
| | Office Mgt. Improvements | 1408 | | 2,374 | | 2374 | 2374 | Complete |
| | Waterproofing | 1460 | | 5,626 | | 5,626 | | |
| | Elevator Rehab | 1460 | | 2,870 | | 2,870 | 2,870 | Complete |
| | TOTAL | | | \$11,870 | | \$11,870 | \$5,244 | |

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

**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 Town of Dover | | Grant Type and Number Capital Fund Program No: NJ39P06850203 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 | | |
| NJ068-02 | 9/30/05 | | 3/31/05 | 9/30/06 | | | | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|----------------------|---|-------------------|--|
| PHA Name: Housing Authority Town of Dover | | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850102 Replacement Housing Factor Grant No: | | Federal FY of Grant: 2002 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) | | | | | |
| <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/05 <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 | 7,603 | | 7,603 | 7,115 |
| 3 | 1408 Management Improvements | 10,205 | | 10,205 | 7,561.79 |
| 4 | 1410 Administration | 7,603 | | 7,603 | 3,488.33 |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 6,000 | | 6,000 | 6,000 |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | 3,500 | | 3,500 | 3,500 |
| 10 | 1460 Dwelling Structures | 35,894 | | 35,894 | 34,729 |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | 70,805 | | 70,805 | 62,394.12 |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |

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

| 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 Town of Dover | | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850102 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 | Funds Obligated | Funds Expended | |
| NJ068 | General Operation | 1406 | | 7,603 | | 7,603 | 7,115 | Pending |
| | Office Management Improvements | 1408 | | 10,205 | | 10,205 | 7,561.79 | Pending |
| | Administration | 1410 | | 7,603 | | 7,603 | 3488.33 | Pending |
| | Fees and Costs | 1430 | | 6,000 | | 6,000 | 6,000 | Complete |
| | Parking signs/Site Imp. | 1450 | | 3,500 | | 3,500 | 3,500 | Complete |
| | Modernization of Hallways/Main Lobby Areas | 1460 | | 35,894 | | 35,894 | 34,729 | Complete |
| | TOTAL | | | 70,805 | | 70,805 | 62,394.12 | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

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

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|---|--|----------------------------------|
| PHA Name: Housing Authority Town of Dover | Grant Type and Number Capital Fund Program No: NJ39P06850102 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 | |
| NJ068-2 | 9/30/04 | | 9/30/04 | 9/30/05 | | | |
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13. Capital Fund Program Five-Year Action Plan

| Capital Fund Program Five-Year Action Plan | | | | | |
|--|---------------------|----------------------------------|----------------------------------|---|----------------------------------|
| Part I: Summary | | | | | |
| PHA Name Housing Authority Town of Dover | | | | <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 | Work Statement for Year 3 | Work Statement for Year 4 | Work Statement for Year 5 |
| | | FFY Grant: 2006 PHA FY: 06-07 | FFY Grant: 2007 PHA FY: 07-08 | FFY Grant: 2008 PHA FY: 08-09 | FFY Grant: 2009 PHA FY: 09-10 |
| | Annual Statement | | | | |
| NJ068 | | Pending | Pending | Pending | Pending |
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| CFP Funds Listed for 5-year planning | | \$87,000 | 103,000 | \$112,000 | \$97,500 |
| | | | | | |
| Replacement Housing Factor Funds | | | | | |

13. Capital Fund Program Five-Year Action Plan

| Activities for Year : <u> 4 </u> FFY Grant: 2008 PHA FY: 08-09 | | | Activities for Year: <u> 5 </u> FFY Grant: 2009 PHA FY: 09-10 | | |
|--|--|----------------|---|-------------------------------|----------------|
| Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| NJ068 | <i>Replacement H/C Units</i> | <i>10,000</i> | <i>NJ068</i> | <i>PHA Software Upgrade</i> | <i>40,000</i> |
| | <i>Replacement of stoves / refrigerators</i> | <i>10,000</i> | | <i>Office Renovations</i> | <i>25,000</i> |
| | <i>Elevator Motor</i> | <i>12,000</i> | | <i>Solar system rehab</i> | <i>20,000</i> |
| | <i>Rehab of elevator Cars</i> | <i>20,000</i> | | <i>Maintenance room rehab</i> | <i>12,500</i> |
| | <i>Facade Improvement</i> | <i>35,000</i> | | | |
| | <i>Building Grounds Improvements</i> | <i>25,000</i> | | | |
| | | | | | |
| | Total CFP Estimated Cost | \$112,000 | | Total CFP Estimated Cost | \$97,500 |

ATTACHMENT A LEVERAGING OF CAPITAL FUNDS CLARIFICATION

NARRATIVE

The Housing Authority Town of Dover has determined that capital projects included in their 5-year plan need to be accelerated. The Authority has elected to join a pool of other New Jersey Housing Authorities in order to finance identified projects and be able to accomplish the completion of major capital projects prior to when they are currently scheduled to be performed. HUD has allowed the Authority to perform the financing that will be secured and paid from capital funds to be received by the Authority. The estimated amount of the annual interest and principal payment (the mortgage) over the next 20 years is expected to be \$20,863. The financing is solely secured by the pledge of future capital payments from HUD and has no impact on other programs or buildings owned by this Authority. The amount of funds expected to be received for capital projects and the costs of financing are as follows:

SOURCE OF FUNDS:

Financing proceeds: **\$260,000**

USE OF FUNDS:

Capital projects: \$229,137
 Costs of Financing: 10,000
 1st years interest expense: 20,863
 Total Uses **\$260,000**

The capital projects are expected to be completed over a 4 year or sooner period and are identified by year and project as follows:

| Capital Projects | Total Cost | 2006 | 2007 |
|---|-------------------|------------------|-----------------|
| New Exterior Insulated Finish System (building facade) | \$198,000 | \$150,000 | \$48,000 |
| Replacement of HC/Heating and Cooling Units, Refrigerators and Stoves. | \$31,137 | \$31,137 | 0 |
| TOTAL | \$229,137 | \$181,137 | \$48,000 |

ATTACHMENT B

**2005 ANNUAL CAPITAL FUND STATEMENT AND
FIVE-YEAR PLAN
UNDER THE CAPITAL FUND LEVERAGING PROGRAM**

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

| Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary | | | | | |
|---|---|---|---------|-------------------|------------------------------------|
| PHA Name: Housing Authority Town of Dover | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850105 Replacement Housing Factor Grant No: | | | Federal FY of Grant: 2005 |
| <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report | | | | | |
| Line | Summary by Development Account | Total Estimated Cost | | Total Actual Cost | |
| | | Original | Revised | Obligated | Expended |
| 1 | Total non-CFP Funds | | | | |
| 2 | 1406 Operations | 5,000 | | | |
| 3 | 1408 Management Improvements | 4,900 | | | |
| 4 | 1410 Administration | 2,500 | | | |
| 5 | 1411 Audit | | | | |
| 6 | 1415 Liquidated Damages | | | | |
| 7 | 1430 Fees and Costs | 3,600 | | | |
| 8 | 1440 Site Acquisition | | | | |
| 9 | 1450 Site Improvement | | | | |
| 10 | 1460 Dwelling Structures | 13,000 | | | |
| 11 | 1465.1 Dwelling Equipment—Nonexpendable | 20,000 | | | |
| 12 | 1470 Nondwelling Structures | | | | |
| 13 | 1475 Nondwelling Equipment | | | | |
| 14 | 1485 Demolition | | | | |
| 15 | 1490 Replacement Reserve | | | | |
| 16 | 1492 Moving to Work Demonstration | | | | |
| 17 | 1495.1 Relocation Costs | | | | |
| 18 | 1499 Development Activities | | | | |
| 19 | 1501 Collateralization or Debt Service | 21,000 | | | |
| 20 | 1502 Contingency | | | | |
| 21 | Amount of Annual Grant: (sum of lines 2 – 20) | \$70,000 | | | |
| 22 | Amount of line 21 Related to LBP Activities | | | | |
| 23 | Amount of line 21 Related to Section 504 compliance | | | | |
| 24 | Amount of line 21 Related to Security – Soft Costs | | | | |
| 25 | Amount of Line 21 Related to Security – Hard Costs | | | | |
| 26 | Amount of line 21 Related to Energy Conservation Measures | | | | |

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

| 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 Town of Dover | | Grant Type and Number Capital Fund Program Grant No: NJ39P06850105 Replacement Housing Factor Grant No: | | | | Federal FY of Grant: 2005 | | |
| Development Number Name/HA-Wide Activities | General Description of Major Work Categories | Dev. Acct No. | Quantity | Total Estimated Cost | | Total Actual Cost | | Status of Work |
| | | | | Original | Revised | Funds Obligated | Funds Expended | |
| NJ068 | General Operations | 1406 | | 5,000 | | | | |
| | Office Management Improvements | 1408 | | 4,900 | | | | |
| | Administration | 1410 | | 2,500 | | | | |
| | Fees and Costs | 1430 | | 3,600 | | | | |
| | Facade Improvements | 1460 | | 13,000 | | | | |
| | Stoves/Refrigerators & AC Heating and cooling pumps | 1465.1 | | 20,000 | | | | |
| | Debt Service | 1501 | | 21,000 | | | | |
| | TOTAL | | | \$70,000 | | | | |
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12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report

| 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 Town of Dover | | | Grant Type and Number Capital Fund Program No: NJ39P06850105 Replacement Housing Factor No: | | | Federal FY of Grant: 2005 | |
| 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 | |
| NJ068-2 | 9/30/07 | | | 9/30/08 | | | |
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13. Capital Fund Program Five-Year Action Plan

| Capital Fund Program Five-Year Action Plan | | | | | |
|---|---------------------|----------------------------------|----------------------------------|----------------------------------|---|
| Part I: Summary | | | | | |
| PHA Name Housing Authority Town of Dover | | | | | <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 | Work Statement for Year 3 | Work Statement for Year 4 | Work Statement for Year 5 |
| | | FFY Grant: 2006 PHA FY: 06-07 | FFY Grant: 2007 PHA FY: 07-08 | FFY Grant: 2008 PHA FY: 08-09 | FFY Grant: 2009 PHA FY: 09-10 |
| | Annual Statement | | | | |
| NJ068 | | Pending | Pending | Pending | Pending |
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| CFP Funds Listed for 5-year planning | | \$311,000 | 87,000 | \$78,500 | \$86,000 |
| Replacement Housing Factor Funds | | | | | |

13. Capital Fund Program Five-Year Action Plan

| Capital Fund Program Five-Year Action Plan | | | | | | |
|---|--|--|-----------------------|---|---|-----------------------|
| Part II: Supporting Pages—Work Activities | | | | | | |
| Activities for Year 1 | Activities for Year : <u>2</u> FFY Grant: 2006 (Pending Approval of debt Service See Attachment A) PHA FY: 06-07 | | | Activities for Year: <u>3</u> FFY Grant: 2007 PHA FY: 07-08 | | |
| | Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| See | | | | | | |
| Annual | <i>NJ068</i> | <i>Façade Improvement</i> | <i>140,000</i> | <i>NJ068</i> | <i>Building grounds rehab</i> | <i>50,000</i> |
| Statement | | <i>Conversion of old ED Office</i> | <i>40,000</i> | | <i>Removal and replacement of lobby sewer pipes</i> | <i>16,000</i> |
| | | <i>Replacement H/C Units</i> | <i>40,000</i> | | <i>Debt Service</i> | <i>21,000</i> |
| | | <i>Rehab of elevator Cars</i> | <i>40,000</i> | | | |
| | | <i>Debt Service</i> | <i>21,000</i> | | | |
| | | <i>Replacement of stoves/refrigerators</i> | <i>30,000</i> | | | |
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| Total CFP Estimated Cost | | | \$311,000 | | | \$87,000 |

13. Capital Fund Program Five-Year Action Plan

| Capital Fund Program Five-Year Action Plan | | | | | |
|---|-------------------------------|-----------------------|--------------------------------|------------------------------|-----------------------|
| Part II: Supporting Pages—Work Activities | | | | | |
| Activities for Year : <u>4</u> | | | Activities for Year: <u>5</u> | | |
| FFY Grant: 2008 | | | FFY Grant: 2009 | | |
| PHA FY: 08-09 | | | PHA FY: 09-10 | | |
| Development Name/Number | Major Work Categories | Estimated Cost | Development Name/Number | Major Work Categories | Estimated Cost |
| NJ068 | <i>Solar system rehab</i> | <i>20,000</i> | <i>NJ068</i> | <i>PHA Software Upgrade</i> | <i>40,000</i> |
| | <i>Maintenance room rehab</i> | <i>12,500</i> | | <i>Office Renovations</i> | <i>25,000</i> |
| | <i>Building grounds rehab</i> | <i>25,000</i> | | <i>Debt Service</i> | <i>21,000</i> |
| | <i>Debt Service</i> | <i>21,000</i> | | | |
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| | | | | | |
| | Total CFP Estimated Cost | \$78,500 | | Total CFP Estimated Cost | \$86,000 |

ATTACHMENT C

Minutes of the Resident Advisory Board Meeting.

April 21, 2005 –PHA Community Room

Called to order 10:10 AM

PRESENT: Mary Arrington, Harry McKnight, Gregoria Muniz, Victor Cirilo, Executive Director Robert L. Strater, Commissioner Betty Inglis.

-Introduction by V. Cirilo, explained that HUD requires PHA to gather resident input when drafting their annual housing authority plans which outline goals and objectives.

-Executive Director Robert L. Strater explained that not only is it a HUD requirement to bring residents together, but more importantly it is an opportunity for her staff to assess the needs of the residents. To maintain the lines of communication open.

-Commissioner Inglis explained that as a member of the Board of Commissioners' Tenant Relations Committee, this is an opportunity to gather input for the entire Board.

-A review of the waterproofing concerns followed. The resident members all express concerns about water leaks throughout the building. V. Cirilo outlined the history and initiatives that have been undertaken on this matter. Commissioner Inglis mentioned that the Commissioners had voted recently to award a contract, which will begin addressing the waterproofing concerns.

-M. Shaw explained the shortcomings of Elevator #1. Specifically outlining the problems with the sensor system (doors closing). G. Muniz asked about what to do in case of an emergency such as a car getting stuck. It was agreed that there was a need to educate the residents of what to do in case of such emergency. V. Cirilo explained last year's and this year's proposed elevator rehab plans.

-V. Cirilo explained that the Board of Commissioners are looking at possibly joining the Capital Fund Leveraging Program to generate a source of revenue to undertake several large projects outlined in the Plan. Residents agreed that waterproofing is the number one concern.

-M. Arrington expressed interest in having a super on site in case of emergencies. V. Cirilo explained that the Housing Authority is currently looking at this issue.

-G. Muniz asked about the policy on closet storage. M. Shaw asked that the residents of the 6th floor be allowed closet storage privileges, as currently they don't have that ability.

-There was a general discussion period: M. Arrington spoke about the tenant transfer policy, Harry McKnight touched on the smoking policy and G. Muniz spoke on the policy on personal tenants repairs.

-Commissioner Inglis encouraged residents to attend Board meetings and provide input.

Adjournment: 11:05AM

Submitted by Commissioner Betty Inglis, Tenant Relations Committee.

ATTACHMENT D

Public meeting notice Documents Available For Review

As required by the quality Housing and Work Responsibility Act of 1998, the Dover Housing Authority will hold a Public Meeting to solicit comments from the community on its Streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 10/2005.

The meeting will be held as follows:

Date: Friday, June 3, 2005
Time: 10:30 AM
Location: Dover Housing Authority Community Room
Address: 215 E. Blackwell St.
Dover, NJ 07801

The proposed plans, policies and other supporting documents will be available for public review after April 20, 2005 at the address listed above.

The public is invited to attend our meeting and make comments on the Dover Housing Authority's Agency Plans.

Roberta L. Strater
Executive Director

ATTACHMENT E
(HARD COPY SENT VIA -CERTIFIED MAIL)
Housing Authority Town of Dover

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, _____ the _____ certify that the

Five Year and Annual PHA Plan of the **HOUSING AUTHORITY TOWN OF DOVER**

Consistent with the Consolidated Plan of **MORRIS COUNTY** prepared

Pursuant to 24 CFR Part 9.

Signed/Dated by Appropriate State or Local Official
County of Morris Division of Community Development

Certification by State and
Local Official of PHA Plans Consistency with the Consolidated Plan to Accompany the HUD 50075

ATTACHMENT F

Updated Procurement Policy

(Board of Commissioners hereby adopts said policy for official implementation)

Established for the Housing Authority of the Town of Dover (PHA) by Board action on ____Date____. This Statement of Procurement Policy complies with HUD's Annual Contributions Contract (ACC), HUD Handbook 7460.8 REV-1. "*Procurement Handbook for Public Housing Agencies and Indian Housing Authorities* and the procurement standards of 24 CFR 85.36.

I. GENERAL PROVISIONS

A. PURPOSE

The purpose of this Statement of Procurement is to: provide for the fair and equitable treatment of all persons or firms involved in purchasing by the PHA; assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to the PHA; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure that PHA purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

B. APPLICATION

This Statement of Procurement Policy applies to all contracts for the procurement of supplies: service and construction entered into by the PHA after the effective date of this Statement. It shall apply to every expenditure of funds by the PHA for public purchasing, irrespective of the source of funds, including contracts which do not involve an obligation of funds, (such as concession contracts); however, nothing in this Statement shall prevent the PHA from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law. The term "procurement," as used in this Statement includes both contracts and modifications (including change order) for construction of services, as well as purchase, lease, or rental of supplies and equipment.

C. PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be a matter of public record to the extent provided in Right to Know Law, N.J.S.A. 47:1A-1 et. Seq., as amended, and shall be available to the public as provided in that statute.

I. PROCUREMENT AUTHORITY AND ADMINISTRATION

- A. All procurement transactions shall be administered by the Contracting Officer, who shall be the Executive Director or other individual he or she has authorized in writing. The Executive Director shall issue operational procedures to implement this Statement, which shall be based on HUD Handbook 7460.8. The Executive Director shall also establish a system of sanctions for violations of the ethical standards described in Section IX below, consistent with State law.
- B. The Executive Director or his/her designee shall ensure that:
1. procurement requirements are subject to an annual planning process to assure efficient and economical purchasing;
 2. contracts and modifications are in writing, clearly specifying that desired supplies, services, or construction, and are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price;
 3. for procurements other than small purchases, public notice is given of each upcoming procurement at least 10 days or other time period if required by State or local law before a solicitation is issued; responses to such notice are honored to the maximum extent practical; a minimum of 15 days or other time period if required by State or local law is provided for preparation and submission of bids or proposals; and notice of contract awards is made available to the public;
 4. solicitation procedures are conducted in full compliance with Federal standards stated in 24 CFR 85.36, or State and local laws that are more stringent, provided they are consistent with 24 CFR 85.36;
 5. an independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the small purchase limitation, and a cost or price analysis is conducted of the responses received for all procurements;
 6. contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offeror whose proposal offers the greatest value to the PHA, considering price, technical, and other factors as specified in the solicitation (for contracts awards based on competitive proposals); unsuccessful firms are notified within ten days or other time period required by State or local law after contract award;

7. there are sufficient unencumbered funds available to cover the anticipated cost of each procurement before contract award or modification (including change orders), work is inspected before payment, and payment is made promptly for contract work performed and accepted; and
 8. the PHA complies with applicable HUD review requirements, as provided in the operational procedures supplementing this Statement.
- A. This Statement and any later changes shall be submitted to the Board of Commissioners for approval. The Board appoints and delegates procurement authority to the Executive Director and is responsible for ensuring that any procurement policies adopted are appropriate for the PHA.

PROCUREMENT METHODS

A. SELECTION OF METHOD

If it has been decided that the PHA will directly purchase the required items, one of the following procurement methods shall be chosen, based on the nature and anticipated dollar value of the total requirement.

B. COOPERATIVE PURCHASING PROGRAM

1. **General.** The Division of Purchase and Property, Purchase Bureau serves as New Jersey's primary agent in the procurement of goods and services necessary to operate State government. The bureau, part of the State Treasury Department, administers a statewide purchasing system used by all state agencies and county and municipal governments as well.
2. Doing business with the State can have a very beneficial domino effect under the Cooperative Purchasing Program. This program allows school districts, municipalities, counties and other political subdivisions to "piggyback" on many state contracts. By using the State's competitively bid contracts, the local purchasing officers do not have to duplicate the effort of developing specifications, soliciting bids and evaluating proposals.
3. In addition, with the prospect of higher volume purchases, the State can often obtain a better price than the local agencies. The Cooperative Purchasing Program not only makes transactions between business and government easier, it also means a greater savings for all taxpayers.

C. SMALL PURCHASE PROCEDURES

1. **General.** Any contract not exceeding the dollar amount required to conform

to State of New Jersey (N.J.S.A. 40A:11-3) may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section (except as may be reasonably necessary to comply with Section VIII of this Statement).

2. **Petty Cash Purchases.** Small purchases under \$500.00, which can be satisfied by local sources, may be processed through the use of petty cash account. The Contracting Officer shall ensure that the account is established in an amount sufficient to cover small purchases made during a reasonable period (e.g., one week); security is maintained and only authorized individuals have access to the account; the account is periodically reconciled and replenished by submission of a voucher to the PHA Finance Officer; and, the account is periodically audited by the Finance Officer or designee to validate proper use and to verify that the account total equals cash on hand plus the total of accumulated vouchers.
3. **Small purchases of \$1,000 or less.** For small purchases below \$1,000 or the dollar limit established in 4. below, only one quotation need be solicited if the price received is considered reasonable. Such purchases must be distributed equitably among qualified sources. If practicable, a quotation shall be solicited from other than the previous source before placing a repeat order.
4. **Small purchase over \$1,000.** For small purchases in excess of \$1,000 or higher amount up to 10% of the dollar limit in 1. above but not exceeding \$17,500, no less than three offerors shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing, as allowed by State or local laws. Award shall be made to the offeror providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors, such as for architect-engineer contracts. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record (unless otherwise provided in State or local law).

D. SEALED BIDDING

5. **Conditions for Use.** Contracts shall be awarded based on competitive sealed bidding if the following conditions are present: a complete, adequate, and realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price. Sealed bidding is the preferred method for construction procurement. For procurements under the Comprehensive Improvement Assistance Program (CIAP), sealed bidding shall be used for all construction and equipment

contracts exceeding the small purchase limitation. For professional service contracts, sealed bidding should not be used.

6. **Solicitation and Receipt of Bids.** An invitation for bids shall be issued including specifications and a contractual term and conditions applicable to the procurement; including a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the invitation of bids. The invitation for bids shall state the time and place for receipt of bids and the public bid opening. All bids received shall be presented by the parties bidding or their agents at the designated time and place, not before and not after. No mail or overnight delivery is accepted. A bidder may withdraw its bid at any time prior to bid opening.
7. **Bid Opening and Award.** Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection. Award shall be made as provided in the invitation for bids by written notice to the successful bidder. If equal low bids are received from responsible bidders, drawing lots or similar random method shall make award, unless otherwise provided in State or local law and stated in the invitation for bids. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.

8. Mistakes in Bids

- a. Correction or withdrawal of inadvertently erroneous bids may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a nonjudgmental character was made the nature of the mistake, and the bid price actually intended. A low bidder alleging a nonjudgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.
 - b. All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or other provisions of bids prejudicial to the interest of the PHA or fair competition shall be permitted.
1. **Bonds.** In addition to other requirements of this Statement, the following requirements apply:
 - a. For construction contracts exceeding \$100,00, other than those specified in

5b or 5c below, contractors shall be required to submit the following, unless otherwise required by State or local laws or regulations:

- (1) a bid guarantee from each bidder equivalent to 5% of the bid price; and
- (2) a performance bond for 100% of the contract price; and
- (3) a payment bond for 100% of the contract price.

a. In the case of construction of conventional development projects funded pursuant to the US Housing Act of 1937, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:

- (1) a bid guarantee from each bidder equivalent to 5% of the bid price; and
- (2) one of the following:
 - (i) a performance and payment bond for 100% of the contract price; or
 - (ii) a 20% cash escrow; or
 - (iii) a 25% irrevocable letter of credit.

a. In the case of construction under the Comprehensive Improvement Assistance Program (CIAP) and Comprehensive Grant Program (CGP) funded pursuant to the US Housing Act of 1937, for any contract over \$25,000, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations.

- (1) a bid guarantee from each bidder equivalent to 5% of the price; and
- (2) one of the following:
 - (i) a performance and payment bond for 100% of the contract price; or
 - (ii) separate performance and payment bonds, each for 50% or more of the contract price; or
 - (iii) a 20% cash escrow; or
 - (iv) a 25% irrevocable letter of credit

E. COMPETITIVE PROPOSALS

1. **Conditions for use.** Competitive proposals (including turnkey proposals for development) may be used if there is an adequate method of evaluating

technical proposals and where the PHA determines that conditions are not appropriate for the use of sealed bids. As adequate number of qualified sources shall be solicited.

2. **Solicitation.** The request for proposals (RFP) shall clearly identify the relative importance of price and other evaluation factors and subfactors, including the weight given to each technical factor and subfactor. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established before the solicitation is issued. Proposals shall be handled so as to prevent disclosure of the number of offerors, identity of the offerors, and the contents of their proposals. The proposals shall be evaluated only on the criteria stated in the request for proposals.
3. **Negotiations.** Unless there is no need for negotiations with any of the offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiations and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conformance to the solicitation requirements. No offeror shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal. Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.
4. **Award.** After evaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the PHA.
5. **Architect/Engineer Services.** Architectural/Engineer services in the excess of the small purchase limitation (or less if required by State or local law) may be obtained by either the competitive proposals method or qualifications-based selection procedures, unless State law mandates the specific method. Sealed bidding, however, shall not be used to obtain architect/engineer services. Under qualifications-based selection procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other types of services even though architect-engineer firms are potential sources.

E. NONCOMPETITIVE PROPOSALS

1. **Conditions for use.** Procurement shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals and on the following applies:
 - a. The item is available only from a single source, based on a good faith review of available sources;
 - b. An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the PHA, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency;
 - c. HUD authorizes the use of noncompetitive proposals; or
 - d. After solicitation of a number of sources, competition is determined inadequate.
1. **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The justification shall be approved in writing by the Contracting Officer.
2. **Price reasonableness.** The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis, as described in paragraph III G below.

E. COST AND PRICE ANALYSIS

1. **General.** A cost of price analysis shall be performed for all procurement actions, including contract modifications. The method of analysis shall be determined as follows. The degree of analysis shall depend on the facts surrounding each procurement.
2. **Submission of Cost or Pricing Information.** If the procurement is based on noncompetitive proposal, or when only one offer is received, or for other procurements as deemed necessary by the PHA (e.g., when contracting for professional, consulting or architect/engineer services) the offeror shall be required to submit:

- a. a cost breakdown showing projected costs and profit;
 - b. commercial pricing and sales information, sufficient to enable the PHA to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or documentation showing that the offered price is set by law or regulation.
3. **Cost Analysis.** Cost analysis shall be performed if an offeror/contractor is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted: a cost analysis shall be performed of the individual cost elements; the PHA shall have the right to audit the contractor's books and records pertinent to such costs; and profit shall be analyzed separately. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation, 48 CFR Chapter 1). In establishing profit, the PHA shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.
1. **Price Analysis** A comparison of prices shall be used in all cases other than those described in III G3 above.

H. CANCELLATION OF SOLICITATIONS

1. An invitation for bids, request for proposals, or other solicitation may be cancelled before offers are due if: the PHA no longer requires the supplies, services or construction; the PHA can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be such magnitude that anew solicitation would be desirable; or similar reasons.
2. A solicitation may be cancelled and all bids or proposals that have already been received may be rejected if the supplies, services, or construction are no longer required; ambiguous or otherwise inadequate specifications were part of the solicitation; the solicitation did not provide for consideration of all factors of significance to the PHA, prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds; there is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been, collusive, or may have been submitted in bad faith; or for good cause of a similar nature when it is in the best interest of the PHA.
3. The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to

any offeror solicited.

4. A notice of cancellation shall be sent to all offerors solicited and if appropriate, shall explain that they will be given an opportunity to compete on any similar items.
5. If all otherwise acceptable bids received in response to an invitation for bids are at unreasonable prices, or only one bid is received and the price is unreasonable, the PHA shall cancel the solicitation and either:
 - a. resolicit using a request for proposals; or
 - b. complete the procurement by using the competitive proposals method, following paragraphs III E3 and III E4 above (when more than one otherwise acceptable bid has been received), or by using the noncompetitive proposals method and following paragraph III F2 above (when only one bid is received at an unreasonable price); provided, that the Contracting Officer determines in writing that such action is appropriate, all bidders are informed of the PHA's intent to negotiate, and each responsible bidder is given a reasonable opportunity to negotiate.

I. COOPERATIVE PURCHASING

The PHA may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreement shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment and other relevant terms and conditions. PHAs are encouraged to use Federal or State excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs.

CONTRACTOR QUALIFICATIONS AND DUTIES

A. CONTRACTOR RESPONSIBILITY

Procurements shall be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract, the PHA shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity (including a review of the List of Parties Excluded from Federal Procurement and Nonprocurement Programs published by the U.S. General Services Administration), compliance with public policy, record of past performance (including contacting previous clients of the contractor, such

as other PHAs), and financial and technical resources. If a prospective contractor is found to be nonresponsible, a written determination of nonresponsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.

B. SUSPENSION AND DEBARMENT

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined ineligible by HUD in accordance with HUD regulations (24 CFR Part 24) or by other Federal agencies (e.g., Department of Labor for violation of Secretary of Labor regulations) when necessary to protect the PHA in its business dealings.

C. QUALIFIED BIDDER'S LISTS

Interested businesses shall be given an opportunity to be included on qualified bidder's lists. Any prequalified lists of persons, firms, or products which are used in the procurement of supplies and services shall be kept current and shall include enough qualified sources to ensure competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such prequalified suppliers.

V. *TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION*

A. CONTRACT TYPES

Any type of contract which is appropriate to the procurement and which will promote the best interests of the PHA may be used, provided that the cost-plus-a-percentage-of-cost and percentage of construction cost methods are prohibited. All procurements shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless it is likely to be less costly or it is impracticable to satisfy the PHA's needs otherwise, and the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation (FAR), found in 48 CFR Chapter 1). A time and material contract may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk.

D. OPTIONS

Options for additional quantities or performance periods may be included in contracts, provided that: (i) the option is contained in the solicitation; (ii) the

option is a unilateral right of the PHA; (iii) the contract states a limit on the additional quantities and the overall term of the contract; (iv) the options are evaluated as part of the initial competition; (v) the contract states the period within which the options may be exercised; (vi) the options may be exercised only at the price specified in or reasonably determinable from the contract; and (vii) the options may be exercised only if determined to be more advantageous to the PHA than conducting a new procurement.

E. CONTRACT CLAUSES

In addition to containing a clause identifying the contract, all contracts shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, as provided in 24 CFR 85.36(1), such as the following:

1. Termination for convenience,
2. Termination for default,
3. Equal Employment Opportunity,
4. Anti-Kickback Act,
5. Davis-Bacon provisions of the United States Housing Act of 1937,
6. Contract Work Hours and Safety Standards Act, reporting requirements,
7. Patent rights,
8. Rights in Data,
9. Examination of records by Comptroller General, retention of records for three years after closeout,
10. Clean air and water,
11. Energy efficiency standards,
12. Bid protests and contract claims,
13. Value engineering, and
14. Payment of funds to influence certain Federal transactions.

The operational procedures required by section IIA of this statement shall contain the text of all clauses and required certifications (such as required non-collusive affidavits) used by the PHA.

F. CONTRACT ADMINISTRATION

A contract administration system designed to insure that contractors perform in accordance with their contracts shall be maintained. The operational procedures required by Section IIA above shall contain guidelines for inspection of supplies,

services, or construction, as well as monitoring contractor performance, status reporting on construction contracts, and similar matters. For cost reimbursement contracts with commercial firms, costs are allowable only to the extent that they are consistent with the cost principles in FAR Subpart 31.2.

VI. SPECIFICATIONS

G. GENERAL

All specifications shall be drafted so as to promote overall economy for the purpose intended and to encourage competition in satisfying the PHA's needs. Specifications shall be reviewed prior to solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicate items. Functional or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking our procurements to obtain a more economical purchase (but see VIII below). For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

H. LIMITATIONS

The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirements; brand name specifications (unless a written determination is made that only the identified item will satisfy the PHA's needs); brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this procurement policy shall preempt any State licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not occur (for example having a consultant perform a study of the PHA's computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

VII. APPEALS AND REMEDIES

A. GENERAL

It is the PHA's policy to resolve all contractual issues informally at the PHA level, without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the PHA level. When appropriate, the PHA may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences HUD will only review protests in cases of violations of Federal law or

regulations and failure of the PHA to review a complaint or protest.

B. BID PROTESTS

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this Statement. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

C. CONTRACT CLAIMS

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer or designee for a written decision. The contractor may request a conference on the claim. The Contracting Officer's decision shall inform the contractor of its appeal rights to a higher level in the PHA, such as the Executive Director or a designated Board member, or a Procurement Appeals Board.

VII. ASSISTANCE TO SMALL AND OTHER BUSINESSES

A. REQUIRED EFFORTS

1. Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the PHA shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of a PHA project are used when possible. Such efforts shall include, but shall not be limited to:
 - a. Including such firms, when qualified, or solicitation mailing lists;
 - b. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
 - c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
 - d. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

- e. Using the services and assistance of the Small Business Administration, and the Minority Business Development Agency of the Department of Commerce;
 - f. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for lower income residents of the project area and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part by persons residing in the area of the project, as described in 24 CFR 135;
 - g. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in A1.a through A1.f above.
2. Goals may be established by the PHA periodically for participation by small businesses, minority-owned businesses, women's business enterprises, labor surplus area businesses, and business concerns which are located in, or owned in substantial part by persons residing in the area of the project, in the PHA's prime contracts and subcontracting opportunities.

B. DEFINITIONS

1. A small business is defined as a business, which is independently owned, not dominant in its field of operation; and not an affiliate or subsidiary of a business dominant in its field of operation. The size standards in 13 CFR 121 shall be used, unless the PHA determines that their use is inappropriate.
2. A minority-owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly-owned business, one in which at least 51% of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are US citizens and who also control or operate the business.
4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment, as defined by the US Department of Labor in 20 CFR 654, Subpart A, and in lists of labor surplus areas published by the Employment and Training Administration.

5. A business concern located in the area of the project, is defined as an individual or firm located within the relevant Section 3 covered project area, as determined pursuant to 24 CFR 135.15, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above. A business concern owned in substantial part by persons residing in the area of the project is defined as a business concern which is 51% or more owned by persons residing within the Section 3 covered project, owned by persons considered by the US Small Business Administration to be socially or economically disadvantaged, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above.

VII. ETHICS IN PUBLIC CONTRACTING

A. GENERAL

The PHA shall adhere to the following code of conduct, consistent with applicable State or local law.

B. CONFLICT OF INTEREST

No employee, officer or agent of this PHA shall participate directly or indirectly in the selection or in the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

1. An employee, officer or agent involved in making the award;
2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother or half sister);
3. His/her partner, or,
4. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

C. GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION

PHA officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

D. PROHIBITION AGAINST CONTINGENT FEES

Contractors shall not retain a person to solicit or secure a PHA contract for commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

ATTACHMENT G
Updated Reasonable Accommodation Policy and Procedures
(Board of Commissioners hereby adopts said policy for official implementation)

HOUSING AUTHORITY TOWN OF DOVER

REASONABLE ACCOMODATION POLICY AND PROCEDURES

POLICY STATEMENT

The Housing Authority is committed to ensuring that its policies and procedures do not deny individuals with disabilities the opportunity to participate in, or benefit from, nor otherwise discriminate against individuals with disabilities, on the basis of disability, in connection with the operation of the Authority's programs, services and activities. Therefore, if an individual with a disability requires an accommodation such as an accessible feature or modification to a Housing Authority policy, the Authority will provide such accommodation unless doing so would result in a fundamental alteration in the nature of the program; or an undue financial and administrative burden. In such case, the Housing Authority will make another accommodation that would not result in a financial or administrative burden.

A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice, program, or facility that provides a qualified individual with a disability the opportunity to participate in, or benefit from, a program (housing or non-housing) or activity.

The Housing Authority will post a copy of this Reasonable Accommodation Policy and Procedures in the Central Administrative Offices located at 99 Ketch Road, Morristown, N.J. In addition, individuals may obtain a copy of this Reasonable Accommodation Policy and Procedures, upon request, from the Authority's Section 504/ADA Coordinator.

LEGAL AUTHORITY

The Authority is subject to Federal civil rights laws and regulations. This Reasonable Accommodation Policy is based on the following statutes or regulations. See Section 504 of the Rehabilitation Act of 1973 (Section 504)¹; Title II of the Americans with Disabilities Act of 1990 (ADA)²; the Fair Housing Act of 1968, as amended (Fair Housing Act)³; the Architectural Barriers Act of 1968⁴, and the respective implementing regulations for each Act.

MONITORING AND ENFORCEMENT

The Authority's Section 504/ADA Coordinator is responsible for monitoring the Authority's compliance with this Policy. Individuals who have questions regarding this policy, its interpretation or implementation should contact the Authority's Section 504/ADA Coordinator in writing, by telephone, or by appointment, as follows:

Maria Tchinchinian
215 E. Blackwell St.
Dover, NJ 07801
(973) 361-9444
FAX: (973) 361-6204

¹ 29 U.S.C. § 794; 24 C.F.R. Part 8.

² 42 U.S.C. §§ 12101 *et. seq.*

³ 42 U.S.C §§3601-20; 24 C.F.R. Part 100.

⁴ 42 U.S.C. §§ 4151-4157.

STAFF TRAINING

The Section 504/ADA Coordinator will ensure that all appropriate Housing Authority staff receive annual training on the Reasonable Accommodations Policy and Procedures, including all applicable Federal, state and local requirements regarding reasonable accommodation.

REASONABLE ACCOMMODATION

A person with a disability may request a reasonable accommodation at any time during the application process, residency in public housing, or participation in the Housing Choice Voucher Program of the Authority. The individual, Housing Authority staff or any person identified by the individual, must reduce all requests to writing.

Reasonable accommodation methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request for a reasonable accommodation is made on a case-by-case basis and takes into consideration the disability and the needs of the individual as well as the nature of the program or activity in which the individual seeks to participate.

APPLICATION OF REASONABLE ACCOMMODATION POLICY

The Reasonable Accommodation Policy applies to individuals with disabilities in the following programs provided by the Authority:

- (a) Applicants of public housing;
- (b) Applicants of Housing Choice Voucher Program;
- (c) Residents of public housing developments
- (d) Participants of the Housing Choice Voucher Program; and
- (e) Participants in all other program or activities receiving Federal financial assistance that are conducted or sponsored by the Authority, its agents or contractors including all non-housing facilities and common areas owned or operated by the Authority.

PERSON WITH A DISABILITY

A person with a disability means an individual who has a physical or mental impairment that substantially limits one or more major life activities. As used in this definition, the phrase “physical or mental impairment” includes:

- (a) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems; Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or
- (b) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term “physical or mental impairment”, visual, speech, and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, mental retardation, emotional illness, drug addiction and alcoholism.

“Major life activities” means functions such as caring for one’s self, performing manual tasks, walking, seeing, hearing, speaking, breathing and learning.

The definition of disability does not include any individual who is an alcoholic whose current use of alcohol prevents the individual from participating in the public housing program or activities; or whose participation, by reason of such current alcohol abuse, would constitute a direct threat to property or the safety of others.

EXAMPLES OF REASONABLE ACCOMMODATIONS

Examples of reasonable accommodations may include, but are not limited to:

- (a) Making a unit, part of a unit or public and common use elements accessible for the head of household or a household member with a disability who is on the lease;
- (b) Permitting a family to have a service or assistance animal necessary to assist a family member with a disability;
- (c) Allowing a live-in aid to reside in an appropriately sized Authority unit;
- (d) Transferring a resident to a larger size unit to provide a separate bedroom for a person with a disability.
- (e) Transferring a resident to a unit on a lower level or a unit that is completely on one level;
- (f) Making documents available in large type, computer disc or Braille;
- (g) Providing qualified sign language interpreters for applicant or resident meeting with Authority staff; or at resident meetings
- (h) Installing strobe type flashing lights; and other such equipment for a family member with a hearing impairment;
- (i) Permitting an outside agency or family member to assist a resident for an applicant in meeting screening criteria or meeting essential lease obligations;
- (j) Permitting requests for extensions of Housing Choice Vouchers if there is a difficulty in locating a unit with suitable accessible features or otherwise appropriate for the family; and
- (k) As a reasonable accommodation for a family member with a disability, approving a request for exception payment standard amounts under the Housing Choice Voucher Program in accordance with 24 C.F.R. §§ 8.28 and 982.504 (b)(2).

PROCESSING OF REASONABLE ACCOMMODATION REQUESTS

The Housing Authority will provide the "Request for Reasonable Accommodation", ("Request Form"), attached hereto, to all applicants, residents or individual with disabilities who request a reasonable accommodation. The Reasonable Accommodation Request Form includes various forms of reasonable accommodations as well as the general principles of reasonable accommodation.

Individuals may submit their reasonable accommodation request(s) in writing, orally, or by any other equally effective means of communication. However, the PHA will ensure that all reasonable accommodation requests will be reduced to writing. If needed as a reasonable accommodation, the Authority will assist the individual in completing the Request Form.

- (a) The Authority will provide all applicants with the Request Form as an attachment to the Authority application. The Request for Reasonable Accommodation Form must be provided in an alternative format, upon request.
- (b) Reasonable Accommodations will be made for applicants during the application process. All applications must be taken in an accessible location. Applications will be made available in accessible formats. The Authority will provide applicants with appropriate auxiliary aids and services, including qualified sign language interpreters and readers, upon request.
- (c) The Authority will provide all residents with the Request Form during the annual re-certification, and upon request. The Authority will provide the Request Form in an alternate form, upon request.

- (d) Residents seeking accommodation(s) may contact the housing management office, including office of private management companies acting on behalf of the Authority. In addition, residents may also contact the Section 504/ADA Coordinator's office directly to request the accommodation(s).
- (e) Within seven (7) business days of receipt, the Authority office or the private management company will forward the resident's reasonable accommodation request(s) to the Office of the Section 504/ADA Coordinator.
- (f) Within twenty (20) business days of receipt, the office of the Section 504/ADA Coordinator, or the resident's regional or management office will respond to the Resident's Request.
- (g) If additional information or documentation is required, the Section 504/ADA Coordinator's Office will notify the resident, in writing, of the need for the additional information or documentation. The Section 504/ADA Coordinator's Office will provide the resident with the "Request for Information or Verification Form", a copy of which is attached. The written notification should provide the resident with a reply date for submission of the outstanding information or documentation.
- (h) Within thirty (30) business days of receipt of the request and, if necessary, all supporting documentation, the Authority will provide written notification to the resident of its decision to approve or deny the resident's request(s). Upon request, the written notification will be provided in an alternate format. A copy of the "Letter Denying Request for Reasonable Accommodation(s)" and "Letter Approving Request for Reasonable Accommodations(s)" are attached.
- (i) If the Authority approves the accommodation request(s), the resident will be notified of the projected date for implementation.
- (j) If the accommodation is denied, the resident will be notified of the reasons for denial. In addition, the notification of the denial will also provide the resident with information regarding the Authority's HUD approved Grievance Procedures.
- (k) All recommendations that have been approved by the ADA/504 Coordinator will be forwarded to the appropriate housing manager for implementation. All requests for reasonable accommodation that are approved by the housing manager will promptly be implemented or begin the process of implementation.

VERIFICATION OF REASONABLE ACCOMMODATION REQUEST

The Housing Authority may request documentation of the need for a Reasonable Accommodation as identified on the Request for Reasonable Accommodation Form. In addition, the Authority may request that the individual provide suggested reasonable accommodations.

The Authority may verify a person's disability only to the extent necessary to ensure that individuals who have requested a reasonable accommodation have a disability-based need for the requested accommodation.

However, the Authority may not require individuals to disclose confidential medical records in order to verify a disability. In addition, the Authority may not require specific details regarding the individual's disability. The Authority may only request documentation to confirm the disability-related need(s) for the requested reasonable accommodation(s). The Authority may not require the individual to disclose the specific disability(ies); or the nature or extent of the individual's disability(ies).

The following may provide verification of a resident's disability and the need for the requested accommodation(s):

- (a) Physician;
- (b) Licensed health professional;
- (c) Professional representing a social service agency; or
- (d) Disability agency or clinic.

Upon receipt, the resident's Property Manager, including private management companies operating on behalf of the Authority's, will forward the recommendation, including all supporting documentation, to the Authority's Section 540/ADA Coordinator within seven (7) days of receipt.

DENIAL OF REASONABLE ACCOMMODATION REQUEST(S)

Requested accommodations will not be approved if one of the following would occur as a result:

- (a) A violation of State and/or federal law;
- (b) A fundamental alteration in the nature of the Authority's public housing program;
- (c) An undue financial and administrative burden on the Authority;
- (d) A structurally infeasible alteration; or
- (e) An alteration requiring the removal or alteration of a load-bearing structural member.

TRANSFER AS REASONABLE ACCOMMODATIONS

The Authority shall not require a resident with a disability to accept a transfer in lieu of providing a reasonable accommodation. However, if a public housing resident with a disability requests dwelling unit modifications that involve structural changes, including but not limited to widening entrances, rooms, or hallways, and there is a vacant, comparable, appropriately sized UFAS-compliant unit in that resident's complex or an adjacent complex, the Authority may offer to transfer the resident to the vacant unit in his/her complex or adjacent complex in lieu of providing structural modifications. However, if that resident rejects the proffered transfer or voucher, the Authority shall make modifications to the resident's unit unless doing so would be structurally impracticable or would result in an undue financial and administrative burden.

If the resident accepts the transfer, the Authority will work with the resident to obtain moving expenses from social service agencies or other similar sources. If that effort to obtain moving expenses is unsuccessful within thirty (30) days of the assignment of the dwelling unit, the Authority shall pay the reasonable moving expenses, including utilities fees and deposits. Nothing contained in this paragraph is intended to modify the terms of the Authority's Tenant and Assignment Plan and any resident's rights thereunder.

HOUSING CHOICE VOUCHER AS REASONABLE ACCOMMODATION

- (1) When issuing a voucher as an accommodation, the Authority must include a list of current available accessible units known to the Authority, upon request. The Authority will also provide search assistance. The Authority may also partner with a qualified local disability organization to assist the resident or applicant with the search for available, accessible housing. See 24 C.F.R. §8.28.
- (2) Extensions beyond the maximum term of one hundred eighty (180) days are available as a reasonable accommodation to eligible individuals with disabilities. These extensions are subject to documentation that a diligent effort to locate a unit has been conducted considering any impediments to searching because of a family member's disability.
- (3) The Authority may, if necessary as a reasonable accommodation for an individual with a disability, approve a family's request for an exception payment standard amount under the Housing Choice Voucher Program so that the program is readily accessible to and usable by individuals with disabilities. See 24 C.F.R. §§8.28 and 982.504(b)(2).

- (4) Upon request by an applicant, participant or their representative, the Authority will ask the HUD Field Office for an exception payment standard up to 120% of the Fair Market Rent (FMR). However, the applicant, participant or the representative, must provide documentation of the need for the exception payment standard to the Authority.
- (5) In exceptional cases, the Authority may ask the Assistant Secretary for Public and Indian Housing of HUD for an exception payment standard amount over 120% of the FMR, provided the applicant, participant or the representative provides the appropriate supporting documentation.

SERVICE OR ASSISTANCE ANIMALS

Residents of the Authority with disabilities are permitted to have assistance animals, if such animals are necessary as a reasonable accommodation for their disabilities. The Authority residents or potential residents who need an assistance animal as a reasonable accommodation must request the accommodation in accordance with the reasonable accommodation policy. Assistance animals are not subject to the requirements of the Authority's Pet Policy.

RIGHT TO APPEAL/GRIEVANCE PROCESS

- (1) The public housing applicant or resident may file a complaint in accordance with the Authority's HUD-approved Grievance Procedure following a formal determination by the Authority's ADA/504 Coordinator.
- (2) The Housing Choice Voucher Program participant and applicant complainant may file a complaint in accordance with the Authority's HUD-Approved Grievance Procedure following a formal determination by the Authority's ADA/504 Coordinator.
- (3) An applicant or resident may, at any time, exercise their right to appeal a Housing Authority decision through the local HUD office of the U.S. Department of Justice. Individuals may contact the local HUD office at:

U.S. Department of Housing and Urban Development
Newark Office
One Newark Center, 13th Floor
Newark, NJ 07102
Telephone: (973) 622-7900
Facsimile: (973) 645-6239

ATTACHMENT H

Updated Pet Policy

(Board of Commissioners hereby adopts said policy for official implementation)

HOUSING AUTHORITY OF THE TOWN OF DOVER

PET POLICY

Preamble:

The pet rules and policies of the Housing Authority of the Town of Dover are developed in accordance with the U.S. Dept. of Housing & Urban Development regulations published in the Federal Register on June 10, 2000, with an effective date of August 9, 2000. The rules adopted are reasonably related to the legitimate interest of the Housing Authority of the Town of Dover, and include the Housing Authority's interest in providing a decent, safe and sanitary living environment for existing and prospective tenants; protecting and preserving the physical condition of public housing, and is intended to meet the needs of management, non-pet owning tenants and pet owning tenants.

NOTE: The Building Administrative Manager shall be the designated person to fulfill the obligations of the Housing Authority wherever such obligation exists in this policy.

Definition of Pet:

Pets are defined as:

- A. Domesticated short haired dogs not exceeding 20 pounds in adult weight, not more that 14 inches at the shoulder fully grown and meeting other requirements of the policy.
- B. Domesticated declawed cats not exceeding 13 pounds in weight and meeting other requirements of the policy.
- C. Fish in approved tank not exceeding 10 gallons of water.
- D. Domesticated, caged, small birds in approved cage.
- E. No pets other than specified may be kept by a Resident.
- F. Pet rules will not be applied or enforced to animals that assist persons with disabilities. The pet owner will be required to qualify animals which assist persons with disabilities as an animal to be excluded. The Housing Authority will grant the exclusion if the tenant or prospective tenant certifies in writing that:
 - 1. The tenant or a member of the family is a person with a disability.
 - 2. The animal has been trained to assist with that specified disability; and;
 - 3. The animal actually assists the person with a disability.
- A. If an approved pet gives birth to a litter, the Tenant/Pet Owner shall remove all pets from the premises except one.

Pet Permit Application Registration:

Tenants who wish to apply for a Pet Permit must file an Application for a Pet Permit with the Building Administrative Manager. Applications will be processed on first come, first serve basis.

Pet Permit:

Prior to placing a pet into residency in any Housing Authority administered housing project, applicant/tenant must file an application for a Pet Permit. A Pet Permit will be issued after all initial conditions of this policy have been met. Additionally once a Permit is issued the Tenant/Pet Owner will be required to provide this Authority with whatever documentation or information deemed necessary to indicate continued compliance with the conditions for the issuance and retention of the Permit. The Tenant/Pet Owner is to supply this information on an annual basis. Failure to provide such information may be grounds for revocation of the Pet Permit.

Conditions for Issuance of Pet Permit:

B. Applicant must file a Certificate of Municipal Registration of the pet in accordance with local ordinance.

C. Applicant must file evidence in the form of an acceptable certificate from a licensed veterinarian or designated state or local authority or agent, that pet is in good health and has been inoculated for distemper, rabies, and other communicable diseases, and that said inoculation is current. (Applies to dogs and cats.)

C. Applicant must certify and agree to 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.

D. Prior to issuance of Pet Permit, applicant agrees to post a refundable pet security deposit of \$100.00 for each cat or dog and \$25.00 for each bird cage or fish tank. Said pet security deposit is not part of the rent payable by the Tenant/Pet Owner. Said security deposit will be applied to damages caused by the pet(s) upon tenant vacating apartment together with assessment to tenant for any deficiency in the amount of the deposit as applied to specific damages. The Housing Authority of the Town of Dover reserves the right to change or increase the required deposit by Amendment to these rules. The deposit shall be paid in full or as follows:

- An initial payment of \$50.00 on or prior to the date the pet is properly registered and brought into the apartment.
- Monthly payments in an amount of no less than \$10.00 until the specified deposit has been paid.
- The Housing Authority of the Town of Dover reserves the right to change or increase the required deposit by amendment to these rules.

E. Prior to issuance of Pet Permit, applicant agrees to sign a statement that applicant has read and understands the Pet Policy and agrees the lease accordingly.

F. Tenant agrees to execute a Pet Agreement, stating the tenant accepts complete responsibility for the care and cleaning of the pet, and acknowledges the applicable rules.

G. Applicant must file, as part of the application process, "a Pet Emergency Care Plan" in case applicant dies, becomes incapacitated or is unable to care for said pet in an emergency, and which will empower the Building Administrative 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." In the event that the Program Administrator has not received from the applicant or has not approved applicant's "Pet Emergency Care Plan" then, in the event of an emergency, the program administrator shall place the pet in an animal shelter.

H. The Housing Authority of the Town of Dover shall refuse to issue a pet permit if:

1. The pet is not a common household pet identified more specifically in this policy, or
2. Pet owner fails to provide complete pet registration information or fails to annually update the pet registration, or
3. The Housing Authority reasonably determines, based on the pet owner's habits and practices, that the pet owner will be unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament may be considered as a factor in determining the prospective pet owner's ability to comply with the pet rules and other Lease obligations, or
4. The keeping of the pet would violate any applicable pet rule.

I. The Housing Authority may not refuse to issue a permit based on the determination that the pet owner is financially unable to care for the pet or that the pet is inappropriate, based on the therapeutic value to the pet owner or the interests of the property or existing tenants.

J. The Housing Authority is required to notify the pet owner if the authority refuses to issue a permit. The notice shall state the basis for the Authority's action and shall be served in accordance with HUD notice requirements.

Pet Management Plan:

- A. Limit one Pet Permit per unit.
- B. Limit one cat or dog per pet permit or one 10 gallon fish tank or one bird cage per Pet Permit.
- C. Pets to be confined to apartment unless on a leash and attended by the tenant.
- D. Pets shall not wander without attended restraint (leash) in common areas of the building or on the grounds.
- E. In the event that the tenant leaves the building in an emergency, pet is to be provided for in accordance with "Pet Emergency Care Plan," or placed in an animal shelter within 12 hours of departure of said tenant.
- F. Tenant acknowledges responsibility for the cleanliness of pet and removal of pet waste from building daily by:
 - 1. Placing cat litter waste into sealed plastic or leak proof bags and into trash dumpster located outside the building. All litter boxes shall be kept inside tenant pet owner's dwelling unit.
 - 2. Placing dog on a leash and taking dog to established "Pet Relief Area" as designated.

NOTE: Tenants are not to store pet waste in their apartment or flush pet waste with "kitty litter" down the toilet, sinks, or bathtubs. Charges for unclogging the toilet, sinks or bathtubs, due to improper disposal of pet waste shall be billed to the tenant pet owner.

- 3. Tenant pet owner must own a vacuum cleaner to 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 will be held responsible for the immediate cleaning of any dirt or pet waste tracked through or deposited in the common area lobby, halls, elevators by his/her pet.
- 5. Tenant pet owner must prevent pet from damaging property (within apartment, common area, grounds or personal property of others).
- 6. Tenant agrees to manage pet in such a way that it does not contribute to complaints from other tenants regarding behavior and activities of said pet.
- 7. Tenant must certify that pet is not pregnant and has been spayed or neutered if pet is a cat or a dog. If pet is a young cat or dog, tenant must agree to have pet spayed or neutered as soon as the pet reaches the minimum age for being spayed or neutered and to provide the management with certification of this procedure.

Additional Pet Rules:

- 1. Pets must be maintained within the tenant pet owner's unit. When outside the apartment (within the building or on development grounds) dogs and cats must be kept on a leash or carried and under the control of the Tenant/Pet owner or other responsible individual at all times.
- 2. Pets are not allowed in the common areas including the lobbies, community rooms, and laundry area except to enter and exit the building.
 - 1. Pet waste must be immediately disposed of by placing in double plastic bags and putting in trash dumpster.
 - 2. Tenant/Pet Owners are not allowed to exercise pets or permit pets to deposit waste on project premises unless waste is immediately removed and placed in double plastic bag and placed in dumpster.

3. Tenant/Pet agrees to control the noise of his/her pet so that such noise does not constitute a nuisance to other tenants or interrupt their peaceful enjoyment of their apartments. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities. Failure to control pet noise may result in the revocation of the Pet Permit and removal of the pet from the premises.

Pet Temporarily on the Premises:

A. Pets which are not owned by tenant will not be allowed.

Residents are prohibited from feeding or harboring stray animals. The feeding of stray animals shall constitute having a pet without written permission of the Housing Authority of the Town of Dover.

One of the two exceptions from this rule will be visiting pet programs sponsored by humane society or other non-profit organization.

The other exception is that residents may care for other residents' pets on a temporary basis, but first must notify the Building Administrative Manager and must agree, in writing, to abide by the pet rules.

B. State or local laws or regulation governing pets temporarily in dwelling accommodations shall prevail.

Rejection of Units by Applicants for Tenancy:

A. An applicant for tenancy may reject a unit that is offered if it is in close proximity to a dwelling unit with a pet without adversely affecting his or her position on the waiting list.

B. The project owner shall not be required to provide alternate dwelling units to existing or prospective tenants because of proximity of pets to particular units or the presence of pets in the project.

Pet Waste:

A. Tenant shall control pet to insure that pet uses only designated area or litter box for urination or defecation. Tenant shall be responsible for immediately removing any pet waste from the apartment.

B. Should it become necessary, a separate pet waste removal charge of \$25.00 per occurrence will be assessed against the Tenant/Pet Owner.

C. Pet waste removal charges are not part of rent payable by the tenant.

Inspection of Apartment:

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

Damages:

A. All reasonable expenses incurred by the Housing Authority of the Town of Dover as a result of damages directly attributable to the presence of the pet in the project shall be the responsibility of the Tenant/Pet Owner including:

1. Cost of repairs and replacement to tenant's dwelling unit.
2. Fumigation of tenant's dwelling unit.
3. Cost of repairs and replacement in the common areas of the project.

B. 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/replacement cost at time of repair/replacement.

C. Such expenses as a result of move-out inspection shall be deducted from the Pet Deposit at move-out, and the Tenant/Pet Owner shall be billed for any balance due.

D. The Pet Deposit shall be refunded when the tenant moves out or when the Tenant no longer keeps a pet, whichever is earlier.

E. Legal action may be commenced to recover unpaid costs or expenses if a properly prepared and outlined invoice is not honored.

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 other person.
3. Pet makes animal sounds that are generally annoying to tenants and management. For example: barking dog or loud meowing cat.
4. Pet defecates or urinates in apartment, common areas or grounds without the tenant properly removing and/or cleaning such waste in accordance with the terms of the pet policy.
5. Pet is found out of control by tenant:
 - dog off leash
 - cat running loose
 - bird not caged
6. Upon expiration of municipal animal license.
7. Upon expiration of inoculation unless current inoculation status is recertified.
8. Upon any determination by Director that pet is a danger and a hazard to the health and safety of tenants, management and guests of project.

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.

Pet Rule Violations:

A. *Pet Rule Violation Notice*

If a determination is made, on objective facts supported by written statements, that a Tenant/Pet Owner has violated a rule, written notice will be served on the Tenant/Pet Owner.

The notice must contain a brief statement of the factual basis for the determination and the pet rule(s) alleged to be violated. The notice must also state:

That the Tenant/Pet Owner has 10 days from the effective date of the serving of notice to correct the violation or make written request for a meeting to discuss the violation.

That the Tenant/Pet Owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the Tenant/Pet Owner's failure to correct the violation, request a meeting, or appear at the requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

B. Pet Rule Violation Meeting

If a Tenant/Pet Owner requests a meeting on a timely basis, the Housing Authority of the Town of Dover will establish a mutually agreeable time and place for the meeting.

The meeting will be scheduled no later than 15 days from the effective date of serving of notice of the pet rule violation, unless the Housing Authority of the Town of Dover agrees to a later date in writing.

The Tenant/Pet Owner and the Housing Authority of the Town of Dover will discuss the alleged violation at the meeting and attempt to correct it.

As a result of the meeting, the Housing Authority may give the Tenant/Pet Owner additional time to correct the violation.

C. Notice for Pet Removal

If the Tenant/Pet Owner and the Housing Authority of the Town of Dover are unable to resolve the violation at the meeting or Tenant/Pet Owner fails to correct the violation in the allotted time, the Housing Authority may serve notice on the Tenant/Pet Owner at or after the meeting to remove the pet.

The Notice must:

Contain a brief statement of the factual basis for the determination and the pet rule(s) that have been violated.

State that the Tenant/Pet Owner must remove the pet within 10 days of the effective date of service of the notice of pet removal; and

State that failure to remove the pet may result in initiation of procedures to terminate the Tenant/Pet Owner's tenancy.

D. Termination of Tenancy

The Housing Authority of the Town of Dover may initiate procedures for termination of the Tenant/Pet Owner's tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the applicable time period specified; and

The pet rule violation is sufficient to begin procedures to terminate the Tenant/Pet Owner's tenancy under the terms of the lease and applicable regulations.

E. Pet Removal

If the health or safety is threatened by the death or incapacity of the Pet Owner, or by other factors that render the pet owner unable to care for the pet, the procedures identified below will be followed. This includes pets which appear to be poorly cared for or which are left unattended for longer than 12 hours.

The situation will be reported to the Responsible Party designated by the Tenant/Pet Owner.

If the Responsible Party(s) is unwilling or unable to care for the pet or if the Housing Authority, despite reasonable efforts, has been unable to contact the Responsible Party(s), the Housing Authority of the Town of Dover may contact the appropriated State or local authority to request the removal of the pet. If the State or local authority can

not act, the Housing Authority of the Town of Dover may enter the pet owner's unit, remove the pet, and place the pet in a facility that will provide care and shelter until the pet owner or a representative of the pet owner is able to assume responsibility, but no longer than 30 days. The cost of the animal care facility shall be borne by the pet owner.

Emergencies:

A. The Housing Authority of the Town of Dover is concerned about pets which become vicious or display symptoms of severe illness or demonstrate other behavior that constitutes an immediate threat to the health or safety of the tenancy as a whole.

B. The Housing Authority of the Town of Dover will refer these cases to the State or local authority authorized under applicable State or local law to remove these pets which exhibit this behavior. If the State or local authority can not act, the Housing Authority may enter the premises (if necessary), remove the pet and take such action with respect to the pet as may be permissible under State or local law, which may include placing it in a facility that will provide care and shelter for a period not to exceed 30 days.

The Housing Authority of the Town of Dover may only enter the premises to remove the pet or take other action if the Authority requests the pet owner to remove the pet from the project immediately, and the pet owner refuses to do so, or if the Authority is unable to contact the pet owner to make removal request.

Pet Permit Application
HOUSING AUTHORITY OF THE TOWN OF DOVER
PET PERMIT APPLICATION

Project Name _____

Tenant Name _____

Type of permit requested:

Bird _____ Fish _____ Cat _____ Dog _____

Date pet is expected to be brought to the apartment _____

Pet security deposit is required as follows:

Bird \$25.00 Cat \$100.00

Fish \$25.00 Dog \$100.00

Bird cages are not permitted to be attached to ceilings. Applicant understands that permits re-issued on a first come first serve basis, and may be place on a waiting list.

TENANT SIGNATURE: _____

DO NOT WRITE BELOW THIS LINE

Date application received _____ By _____

Policy explained to tenant by _____

Amount of Pet Security Deposit _____

Refundable _____ Non-Refundable _____

Apartment inspected for housekeeping Yes _____ No _____

Approved by _____

Rejected by _____

Reason _____

Date Permit Issued _____ Permit # _____

PET AGREEMENT

PET PERMIT # _____

PROJECT NAME _____

1. Parties and Dwelling Unit:

The parties of this permit are Housing Authority of the Town of Dover, referred to as the management/landlord and _____, referred to as the tenant. The landlord lease to the tenant unit number _____ located at _____.

2. Length of Time (term):

The term of this permit shall begin on _____ and end as per the Pet Policy for public housing.

3. Pet Security Deposit::

The tenant has deposited \$ _____ with the landlord. The landlord will hold the pet security deposit for the period tenant occupies the unit. After the tenant has moved from the unit, the landlord will determine whether the tenant is eligible for a refund of any or all of the pet security deposit and make such refund within thirty (30) days. The pet security deposit will be held at _____ in account # _____ which shall be an interest bearing account.

4. The tenant agrees to file a copy of any Municipal Registration or license with the landlord, and to keep same current.

5. The tenant agrees to keep the pet properly inoculated for rabies and distemper, and to file proof that such inoculations or vaccinations are current.

6. The tenant agrees to assume all personal financial responsibility for personal injury to any party, caused by the pet.

7. The tenant hereby certifies and agrees to the general terms and conditions of the management of this pet by the tenant, and revoked for failure to follow and abide by the pet policy for senior housing.

8. The tenant agrees, in the event it becomes necessary for the landlord to retain or hire a lawyer to represent the landlord for the purpose of advising, or obligated to pay and be liable to the landlord for the payment of, all reasonable lawyer fees and court costs, and shall be considered to be additional rent due and owing, upon the presenting of a bill for same, to the tenant, if the landlord prevails in the action.

9. The tenant has read and understands the pet policy for public housing, and agrees to amend the lease accordingly.

10. The tenant agrees and understands that the pet policy is a part of the lease and this permit.
11. The tenant agrees to file a "Pet Emergency Care Plan" with the landlord and agrees to hold the landlord and employees harmless of any liability in connection with the "Pet Emergency Care Plan".
12. The tenant agrees to pay for any and all costs for the care of the pet in a pet care facility, if it becomes necessary, in the event of an emergency.
13. The tenant agrees to any reasonable changes in the Pet Management Rules that may occur in the future.
14. The tenant agrees to make the apartment available-for inspection, during normal working hours, upon thirty (30) minutes notice.
15. The tenant agrees to immediately clean up pet waste if pet is dog or cat, or cats may use approved kitty litter container in apartment. Tenant further agrees to pay for the cost of any clean up as the result of "accidents" by pet.
16. The tenant agrees to dispose of pet waste and kitty litter by placing in double plastic bags and putting in trash dumpster on a daily basis.

As a condition of application for a Pet Permit on _____,
 I, _____, understand and agree to the terms and conditions of the pet policy.

 LANDLORD

 DATE

 TENANT

 DATE

Brief Description of the Pet:

ATTACHMENT I
Updated Standards of Conduct and Ethics Policy

(Board of Commissioners hereby adopts said policy for official implementation)

HOUSING AUTHORITY OF THE TOWN OF DOVER

STANDARDS OF CONDUCT AND ETHICS POLICY

I. PURPOSE

To outline the standards of conduct and ethics required of public employees to ensure the professional integrity of civil servants and all elected and appointed officials in the faithful performance of their public duties.

II. MINIMUM REQUIREMENTS

The following should be the minimum requirements for acceptable conduct among all Authority Employees. No employee shall:

- A. Engage in any outside employment, or any activity, which interferes in any way with the full performance of duties and responsibility.
- B. Have a direct or indirect financial interest that conflicts, or appears to conflict, with duties and responsibilities or engage in a financial transaction as a result of relying on information obtained through employment.
- C. Use or allow the use of Authority property of any kind for other than officially approved activities.
- D. Be under the influence of, possess or use alcoholic beverages or illegal drugs in the workplace.
- E. Discriminate or harass another employee in the workplace on the basis of disability, race, creed, color, national origin, age, sex, sexual preference, or marital status.
- F. Deliberately misuse sick, compensatory or administrative leave time.
- G. Use or allow the use of official information gained through employment, which has not been made available to the general public, for furthering a private interest.
- H. Fail to pay just debts since the creditor may involve the employer in attempts to make restitution when not prohibited by law.
- I. Participate in any illegal gambling activity of any kind while on duty or while on Authority owned or leased property.
- J. Engage in a riot or civil disorder where acts of violence causing danger to property or injury to persons are involved.
- K. Engage in criminal conduct or other conduct prejudicial to the jurisdiction.
- L. No Local government officer or employee, (as defined in N.J.S.A. 40A:9-22.5), member of his/her immediate family, or business organization in which he/she has an interest, shall solicit or accept any gift, favor, loan, political contribution, service, promise of future employment, or other thing of value, other than of a de minimis value. This provision shall not apply to the solicitation or acceptance of contributions to the campaign of an announced candidate for elective public office, if the local government officer has no knowledge or reason to believe that the campaign contribution, if accepted, was given with the intent to influence the local government office in the

discharge of his/her official duties.

III. **POLITICAL ACTIVITY**

- M. Authority Employees Covered by Civil Service – Political activity on the job is prohibited by New Jersey statutes in those areas of the County covered by Civil Service. Specifically, an employee shall not directly or indirectly use or seek to use his/her position to control or modify the political action of another person. An employee may not engage in political activity during the hours of duty, nor shall he/she, at any other time, participate in political activities so as to impair usefulness in the position in which he/she is employed.
- N. Authority Employees Engaged in Federally Aided Programs – Federal Legislation known as the Hatch Act regulates the political activity of employees engaged in Federally aided programs. An employee subject to political activity laws and regulations continues to be covered while on sick leave, leave without pay, administrative leave or vacation leave.

An employee subject to the provision of the Hatch Act may:

1. Be a candidate for public office in a nonpartisan election. An election is partisan if any candidate for an elective office is running as a representative of a political party whose presidential candidate received electoral votes at the preceding presidential election.
2. Campaign for and hold elective office in political clubs and organizations.
3. Actively campaign for candidates for public office in partisan and nonpartisan elections.
4. Contribute money to political organizations or attend political fundraising functions.
5. Participate in any activity not specifically prohibited by law or regulation.

An employee subject to the provision of the Hatch Act may not:

1. Be a candidate for public office in a partisan election.
2. Use official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office.
3. Directly or indirectly coerce contributions from subordinates in support of a political party or candidate.

ATTACHMENT J
Updated Fraud Policy
(Board of Commissioners hereby adopts said policy for official implementation)

HOUSING AUTHORITY OF THE TOWN OF DOVER

FRAUD POLICY

Introduction

Crimes such as bribery, kickbacks, bid-rigging, embezzlement and false claims are possible in the areas of contracting and procurement in any organization. At Public Housing Agencies (PHAs), these crimes ultimately affect the tenants because funds intended to improve their living conditions are diverted for the personal gain of others. In order to prevent such occurrences, it is essential that PHAs develop internal controls to ensure that such activity does not occur within their organization.

PHA's need to create an environment in which their employees understand that dishonest acts will be detected and promptly addressed; and send a message that the agency will aggressively seek out possible fraudulent conduct, instead of waiting for instances to be brought to their attention by others.

To accomplish this objective, the Housing Authority has developed this formal Fraud Policy. The policy establishes how dishonest activity will be handled, including terminating employment and reporting the matter to law enforcement authorities; and specifies what the Housing Authority does to reduce fraud, how fraud matters are handled and what action is taken as a result of an investigation.

This policy is not intended to cover administrative matters such as time and attendance problems or minor acts of insubordination. Such matters will be resolved within the Housing Authority, through the initiation of disciplinary measure where appropriate.

Policy Components

The Housing Authority's Fraud Policy consists of the following components:

Definition

For the Purpose of this Policy

Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury.

Policy Statement

Fraud prevention and the fight against fraud cannot and will not be left to auditors and investigators alone. The Housing Authority is positively committed to fraud prevention and detection. Experts agree that it is easier to prevent fraud than to detect it. Therefore, fraud prevention within the Housing Authority will be based upon increasing the perception of detection. Every possible effort will be made to ensure that potential perpetrators perceive that they will be detected if they commit misdeeds.

The Housing Authority management shall be responsible for preventing, detecting and reporting fraud, and each member of the management team shall be familiar with the types of signals suggesting possible fraud within his or her scope of responsibilities. The Executive Director shall be in charge of investigating suspected irregularities, unless the Board of Commissioners of the Housing Authority shall, by duly adopted resolution, designate another party for such purpose.

All employees will be held accountable to act within the Housing Authority's Ethics Policy (copy attached), which policy sets forth the standard of conduct for employees.

Actions Constituting Fraud and Related Criminal Activities

For the purpose of this policy, fraud and related criminal activities shall include, but not be limited to, the following:

- Bribery or Kickbacks
- False claims or bid-rigging
- Theft, embezzlement, or other misapplication of funds or assets
- Forgery or alteration of documents
- Impropriety with respect to reporting financial transactions
- Profiting or inside knowledge
- Destruction or concealment of records or assets

Reporting Suspected Fraud

Where fraud or related criminal activity such as described above is suspected, it shall be reported to the HUD OIG Office of Investigation in the New York/New Jersey District, 26 Federal Plaza, New York, NY 10278-0068, Telephone (212) 264-4174 and to other appropriate federal, state and local law enforcement authorities, including the Housing Authority.

Other Irregularities

Allegations of personal improprieties or other irregularities not constituting fraud or criminal activity shall be resolved by management in accord with the applicable provisions of Housing Authority's duly adopted personnel policies.

Confidentiality

Any investigation, resulting from suspected irregularities, will not be disclosed to outsiders, except to the appropriate law enforcement authorities. In accord with the Housing Authority's duly adopted Whistle Blower Policy the Housing Authority will not retaliate against employees who report either fraudulent or non-fraudulent irregularities.

Authorization for Investigation

The person in charge of the Housing Authority's internal investigation has the authority to take control of and examine all records pertaining to the matter(s) under investigation.

Reporting Procedures

Employees suspecting fraud shall report it and not attempt an investigation. Housing Authority management and others should refrain from discussing the allegations with anyone other than those with a legitimate need to know.

Termination

Any recommendations to terminate employees shall be reviewed by the Housing Authority's legal counsel and its management.