

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

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# PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2000

REVISED MARCH 7, 2000

Bloomfield Housing Agency  
Township of Bloomfield, NJ

For additional information, contact:

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

## PHA Plan Agency Identification

**PHA Name:** Bloomfield Housing Agency

**PHA Number:** NJ099

**Fiscal Year Beginning:** (mm/yyyy) 01/2000

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 - 2004**  
[24 CFR Part 903.5]

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To ensure safe, decent, affordable housing for lower income families; foster self-sufficiency and economic independence; and promote a suitable living environment free from discrimination while preventing and disposing of program abuse and fraud.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Measures—Produce 8 additional units of affordable housing for senior citizens by the middle of PY 2003, using funds from the Section 8 Administrative Reserve to leverage other resources.
- Acquire or build units or developments:
- Other (list below)
- Provide incentives to private property owners to rent to participating families:
- Measures--Develop informational brochure to distribute to 100% of participating landlords in PY 2000. Distribute brochure to 100% of new and

prospective landlords beginning PY 2000. Place at least one notice in local newspapers per year to recruit landlords, especially those with rental units in low poverty areas. Conduct one information meeting for participating and prospective landlords. Provide limited screening of households applying for assistance, to include criminal investigations for 100% of adult household members. Notify 100% of new tenants of program responsibilities.

Maximize lease-up of authorized units.

Measures: Minimum 85% (218 units) of authorized units by 7/1/00.  
Minimum 90% (231 units) of authorized units by 1/1/01.  
Minimum 95% (244 units) of authorized units on and after 7/1/01.

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score)

Improve voucher management: (SEMAP score) 100 (goal for Year 2000)

Increase customer satisfaction:

Measures—Solicit and implement appropriate suggestions of Resident Advisory Board, other tenants, and landlords, including suggestions that may exceed the minimum requirements of federal regulations:

1. Hold at least one Resident Advisory Board meeting per quarter.
2. Conduct at least one information meeting for participating and prospective landlords.

Concentrate on efforts to improve specific management functions:

(list; e.g., public housing finance; voucher unit inspections)

Provide training opportunities for inspectors in HQS and lead-based paint identification.

Measures—Provide inspectors with copy of vendor-distributed book regarding HQS inspections by beginning of PY 2000. Provide inspectors with copies of all regulatory revisions concerning HQS and lead-based paint as published. Provide inspectors with a minimum of one training opportunity every two years regarding HQS or lead-based paint (in addition to other training inspectors might receive).

Provide for HQS Quality Control Inspections regarding recently completed HQS inspections that represent a cross section of neighborhoods and the work of a cross section of inspectors.

Measures—Minimum of 10 reinspections per year (or greater number if federal regulations require or experience warrants).

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:  
Measures--Include in information packet for 100% of voucher holders:
  1. An explanation of how portability works with a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each; and
  2. Any available information regarding rental housing opportunities in low poverty areas of the Township.
- Conduct outreach efforts to potential voucher landlords  
Measures--Develop informational brochure to distribute to 100% of participating landlords. Place at least one notice in local newspapers per year to recruit landlords, especially those owners of rental properties in low poverty areas. Conduct at least one information meeting for participating and prospective landlords.
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:

- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)  
Measures—Produce 8 additional units of affordable housing for senior citizens by the middle of PY 2003, using funds from the Section 8 Program Administrative Reserve to leverage other resources.
- Other: (list below)  
Coordinate development of new 5-year Consolidated Plan with needs identified in PHA plans (Note: Director of Community Development will prepare the Consolidated Plan. She also serves as Director of the PHA.)  
Measures—Present summary of draft Consolidated Plan to Resident Advisory Board at a minimum of one meeting to be held during public comment period.

**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:  
Measures—Include inventory of known resources in information packet for 100% of voucher holders.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.  
Measures—Include inventory of known resources in information packet for 100% of voucher holders.
  - 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:  
Measures—Include information regarding fair housing in the information packets for 100% of voucher holders. Provide a minimum of one seminar per year for tenants and landlords, to be coordinated by a HUD-approved housing counseling agency.

- 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:  
Measures—Include information regarding fair housing in the information packets for 100% of voucher holders. Provide a minimum of one seminar per year for tenants and landlords, to be coordinated by a HUD-approved housing counseling agency.
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Measures—Include information regarding fair housing in the information packets for 100% of voucher holders. Inform 100% of voucher holders requiring accessible housing with regard to any known units available, including units in low poverty areas and unit outside areas of minority concentration. Provide a minimum of one seminar per year for tenants and landlords, to be coordinated by a HUD-approved housing counseling agency.
- Other: (list below)

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

Prevent, detect, and dispose of tenant fraud and other types of program abuse.

Objectives:

Establish and follow criteria for detecting and investigating suspected abuse and fraud.

Measures—Incorporate a suitable “Program Integrity Addendum” into the PHA’s Administrative Plan by the middle of PY 2000. Provide staff training on pertinent federal regulations and program policies and procedures a minimum of three times a year (Training off-site by HUD or private vendor or in-house at staff in-service). Audit 10% of reexaminations completed during each year.

Audit 10% of new applications completed during each year. Reinspect at least ten units under contract during each year.

Recognize applicants and participants as the PHA’s ultimate customer.

Objectives:

Provide a customer-service orientation for applicants and participants.

Measures—Provide staff training in developing interpersonal skills and other customer service topics a minimum of once a year. Notify 100% of new participants about program responsibilities and opportunities, including the opportunity to expand housing choices.

**Annual PHA Plan**  
**PHA Fiscal Year 2000**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

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

The Bloomfield Housing Agency of the Township of Bloomfield subsidizes rent payments for low-income families through the Section 8 Program. In keeping with the requirements of Section 511 of the federal Quality Housing and Work Responsibility Act of 1998 (QHWRA), the Agency has prepared its first Public Housing Agency Plans, including a 5-year plan (years 2000-2004) and an annual plan for the Year 2000. The 5-year plan describes the mission of the Agency and its long range goals and objectives for achieving its mission over the 5 years. This Annual Plan provides details about the Agency's immediate operations, program participants, programs and services, and its strategy for addressing the needs identified in the 5-year plan in the coming year.

The Township of Bloomfield is located in the northerly sector of Essex County, New Jersey. The Township comprises an area of about 5.4 square miles with a population of 45,061 (per the 1990 U.S. Census). Of the 18,478 households, 52.5 percent consist of owner-occupied units and 47.5 percent are renters. The distribution of owner and renter housing by census tract is shown on the map included as Attachment D. The greatest concentration of rental housing is located in the southerly portion of the Township.

Per the 1990 Census, the population is 85.6 percent white, 4.2 percent black, 4.9 percent Asian and Pacific Islanders, and 2.1 percent other races. A total of 5.1 percent of the population is of Hispanic origin. The Township's Consolidated Plan considers a census tract to contain a concentration of minorities where at least 18.4 percent of the residents have minority status. The Township as a whole contains 14.4 percent minorities. The census



tracts with minority concentrations are indicated on the map in Attachment E., Minority Concentrations. These tracts are located in the southerly portion of the Township.

The relative poverty status of residents by census tract is shown on the map in Attachment F., Poverty by Census Tracts. A low poverty census tract is a tract with a poverty rate at or below 10 percent. With 5.6 percent of the Township's households having incomes below the poverty level, the majority of its geographic area is considered low poverty. On the other hand, Census Tract 157, with 15.8 percent of its residents below the poverty level, is considered a poverty concentration area. It is also identified as an area of minority concentration in Attachment E.

Based upon this data and the additional information appearing throughout the Annual Plan, the PHA has identified the need for three key initiatives to commence in the Year 2000:

1. Increasing the customer service orientation of the agency to benefit Section 8 applicants and tenants . This initiative will include soliciting input from the Resident Advisory Board, social service agencies, and other interested parties; staff training; increasing assisted housing choices and the quality of assisted housing; promoting an improved living environment in the Township; fostering self-sufficiency of assisted families; ensuring equal opportunity and affirmatively furthering fair housing.
2. Attracting and retaining landlords willing to participate in the Section 8 Program, particularly owners of rental housing located outside areas identified above as containing concentrations of poverty and minorities. Advertising through newspapers, mailings, and at least one meeting; improved communication regarding program requirements and landlord issues; and (limited) screening of prospective tenants are planned.
3. Improving agency management. Emphasis will be placed upon staff training, improving voucher management, establishing criteria for detecting and investigating program abuse and fraud, and conducting internal audits.

The Annual Plan also supports the PHA's use of a residency preference in prioritizing applicants on the waiting list. The tables that analyze housing needs of families in the Township and on the waiting list (many of which are residents) present strong justification. The need for suitable rental housing for lower income residents of the Township far exceeds the supply. The total of 257 units currently authorized under the Section 8 Program make an important, yet modest contribution to meeting this underserved need.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.79 (r)]

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

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### Attachments

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

Required Attachments: (These items pertain only to agencies that operate public housing.)

- Admissions Policy for Deconcentration
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- A. PHA Management Organizational Chart (orgchart.sig)
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan

- B. Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - C. Consultations with Interested Persons, Groups, and Organizations
  - D. Map – Owner/Renter Households
  - E. Map – Minority Concentrations
  - F. Map – Poverty by Census Tracts
  - G. Additional Comments and Responses

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.79 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	1,123	5	5	4	N/A	3	N/A
Income >30% but <=50% of AMI	799	5	5	3	N/A	3	N/A
Income >50% but <80% of AMI	584	4	5	3	N/A	2	N/A
Elderly	1,103	5	5	3	N/A	3	N/A
Families with Disabilities	760	N/A	N/A	N/A	N/A	N/A	N/A
All Renter Households	2,891	N/A	N/A	N/A	N/A	N/A	N/A
All Minority	401	N/A	N/A	N/A	N/A	N/A	N/A
Black	190	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	144	N/A	N/A	N/A	N/A	N/A	N/A

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995-99
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance (Data obtained when waiting list open in 1995.)
- Public Housing
- Combined Section 8 and Public Housing
- Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families (Not applicable.)	% of total families (Not applicable.)	Annual Turnover (Not applicable.)
Waiting list total	79		20%
Extremely low income <=30% AMI	73	92.4%	
Very low income (>30% but <=50% AMI)	6	7.5%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	31	39.2%	
Elderly families			
Families with Disabilities	21	26.5%	
Black Households	30	37.9%	
American Indian Households	1	1.2%	
Hispanic Households	2	2.5%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	Not applicable.	Not applicable.	Not applicable.
2 BR	Not applicable.	Not applicable.	Not applicable.
3 BR	Not applicable.	Not applicable.	Not applicable.
4 BR	Not applicable.	Not applicable.	Not applicable.
5 BR	Not applicable.	Not applicable.	Not applicable.
5+ BR	Not applicable.	Not applicable.	Not applicable.

### Housing Needs of Families on the Waiting List

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

If yes:

How long has it been closed (# of months)? 54

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

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

### C. Strategy for Addressing Needs

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

The PHA seeks to accommodate recent regulatory changes at the federal level while making best use of available resources to enhance the quality and quantity of services delivered locally. To this end, the PHA has identified the need for three key initiatives to commence in the Year 2000:

1. Increasing the customer service orientation of the agency to benefit Section 8 applicants and tenants . This initiative will include soliciting input from the Resident Advisory Board, social service agencies, and other interested parties; staff training; increasing assisted housing choices and the quality of assisted housing; promoting an improved living environment in the Township; fostering self-sufficiency of assisted families; ensuring equal opportunity and affirmatively furthering fair housing.
2. Attracting and retaining landlords willing to participate in the Section 8 Program, particularly owners of rental housing located outside areas identified above as containing concentrations of poverty and minorities. Advertising through newspapers, mailings, and at least one meeting; improved communication regarding program requirements and landlord issues; and (limited) screening of prospective tenants are planned.
3. Improving agency management. Emphasis will be placed upon staff training, improving voucher management and the lease-up rate, establishing criteria for detecting and investigating program abuse and fraud, and conducting internal audits.

These initiatives will employ the following strategies:



**(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 (Use funds from the Section 8 Program Administrative Reserve to leverage other resources.)
- 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 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$1,966,858 (submitted to HUD for Year 2000)	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
N/A		
<b>4. Other income (list below)</b>		
N/A		
<b>4. Non-federal sources (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
N/A		
<b>Total resources</b>	\$1,966,858 anticipated	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.79 (c)]

#### **A. Public Housing**

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

##### **(1) Eligibility**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two

Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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

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

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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



4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

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

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

Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:

Employing new admission preferences at targeted developments  
If selected, list targeted developments below:

Other (list policies and developments targeted below)

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

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

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

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

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)
- 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)
- When the waiting list is opened, the PHA expects to take applications at the Civic Center on Broad Street.

## **(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:

When owner of prospective unit does not correct HQS violations or otherwise cooperate in a timely manner.

When family has difficulty finding appropriate housing within the payment standard.

When family is seeking housing that is accessible for family member with a disability.

#### **(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.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

- 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 NOTE: PHA has no Special Purpose Programs at this time.**

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7.9 (d)]

**A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum

rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:



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

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

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

## **(2) Flat Rents**

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

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

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

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

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

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

### **MINIMUM RENT POLICIES [24 CFR 5.616]**

A family must pay at least a minimum rent of \$25. This minimum rent includes tenant rent plus any utility allowances.

The PHA shall grant an exception from payment of the minimum rent if the family is unable to pay the rent as a result of financial hardship. Financial hardship includes any of the following circumstances:

1. The family has lost eligibility for or is awaiting an eligibility determination for a Federal, State, or local assistance program;
2. The family would be evicted as a result of the imposition of the minimum rent requirement;
3. The income of the family has decreased because of changed circumstances, including loss of employment; and
4. A death has occurred in the family.

If a family requests a hardship exemption, the PHA must suspend the minimum rent requirement beginning the month following the family's hardship request until the PHA determines whether there is a qualifying financial hardship and whether the hardship is long-term.

If the PHA determines that there is a qualifying financial hardship, but that it is temporary, the PHA may not impose a minimum rent for a period of 90 days from the date of the family's request. At the end of the 90-day suspension period, a minimum rent is imposed retroactively to the time of suspension. The family must be offered a responsible repayment agreement for the amount of back rent owed.

If the PHA determines there is no qualifying hardship exemption, it must reinstate the minimum rent including the back payment for minimum rent from the time of suspension on terms and conditions the PHA establishes.

If the PHA determines there is a qualifying long-term financial hardship, it must exempt the family from the minimum rent requirements.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached. (Attachment C)
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning 1/1/00</b>	<b>Expected Turnover</b>
Public Housing	NA	
Section 8 Vouchers	45 (expected)	5% (estimate)
Section 8 Certificates	170 (expected)	5% (estimate)
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)	NA	

**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)  
Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

## **INFORMAL HEARING PROCEDURES**

When the PHA makes a decision regarding the eligibility and/or the amount of assistance, applicants and participants must be notified in writing. The PHA will give the family prompt notice of such determinations which will include:

The proposed action or decision of the PHA;  
The date the proposed action or decision will take place;  
The family's right to an explanation of the basis for the PHA's decision;  
The procedures for requesting an informal hearing if the family disputes any action or decision resulting from the informal review; the time limit for requesting the hearing;  
and to whom the hearing request should be addressed;  
A reminder that the family has received a copy of the PHA's review and hearing procedures in the briefing packet.

The PHA must provide participants with the opportunity for an informal hearing for decisions related to any of the following PHA determinations:

1. Determination of the family's annual or adjusted income and the computation of the housing assistance payment
2. Appropriate utility allowance used from schedule
3. Family unit size determination under PHA subsidy standards
4. Determination that family is underoccupied in their current unit and a request for exception is denied
5. Determination to terminate assistance for any reason. The PHA must always provide the opportunity for an informal hearing **before** termination of assistance.
6. Determination to pay an owner claim for damages, unpaid rent or vacancy loss.

Informal Hearings are not required for established policies and procedures and PHA determinations such as:

1. Discretionary administrative determinations by the PHA
2. General policy issues or class grievances
3. Establishment of the PHA schedule of utility allowances for families in the program
4. A PHA determination not to approve an extension or suspension of a voucher term

5. A PHA determination not to approve a unit or lease
6. A PHA determination that an assisted unit is not in compliance with HQS (PHA must, however, provide a hearing for any family breach of HQS, because that is a family obligation determination)
7. A PHA determination that the unit is not in accordance with HQS because of the family size
8. A PHA determination to exercise or not exercise any right or remedy against the owner under a HAP contract

When the PHA receives a request for an informal hearing, a hearing shall be scheduled within ten days. The notification of hearing will contain:

1. The date and time of the hearing
2. The location where the hearing will be held
3. The family's right to bring evidence, witnesses, legal or other representation at the family's expense
4. The right to view any documents or evidence in the possession of the PHA upon which the PHA based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing.
5. A notice to the family that the PHA will request a copy of any documents or evidence the family will use at the hearing. Such documents or evidence must be received no later than three business days before the hearing date.

Hearing procedures are intended to ensure that applicants and participants will receive all of the protections and rights afforded by the law and the regulations. If a family does not appear at a scheduled hearing and has not rescheduled the hearing in advance, the family must contact the PHA within forty-eight hours, excluding weekends and holidays. The PHA will reschedule the hearing only if the family can show good cause for the failure to appear. Families have the right to:

Present written or oral objections to the PHA's determination.

Examine the documents in the file which are the basis for the PHA's action, and all documents submitted to the Hearing Officer.

Copy any relevant documents at their expense.

Present any information or witnesses pertinent to the issue of the hearing.

Request that PHA staff be available or present at the hearing to answer questions pertinent to the case.

Be represented by legal counsel, advocate, or other designated representative at their own expense.

If the family requests copies of documents relevant to the hearing, the PHA will make the copies for the family and assess a charge based upon the current fee schedule in effect for the Township of Bloomfield per copy. In no case will the family be allowed to remove the file from the PHA's office.

In addition to other rights contained in this Chapter, the PHA has a right to:

Present evidence and any information pertinent to the issue of the hearing.

Be notified if the family intends to be represented by legal counsel, advocate, or another party.

Examine and copy any documents to be used by the family prior to the hearing.

Have its attorney present.

Have staff persons and other witnesses familiar with the case present.

The informal hearing shall be conducted by the Hearing Officer appointed by the PHA who is neither the person who made or approved the decision, nor a subordinate of that person. The PHA appoints hearing officers who are PHA management or managers from other departments in the government of the Township of Bloomfield.

The hearing shall concern only the issues for which the family has received the opportunity for hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

No documents may be presented which have not been provided to the other party before the hearing if requested by the other party. Documents shall include records and regulations.

The family must request an audio recording of the hearing, if desired, two business days prior to the hearing date.



The Hearing Officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision.

If the family fails to keep an appointment without rescheduling in accordance with the above procedures, or misses a deadline ordered by the Hearing Officer, the action of the PHA shall take effect and another hearing will not be granted.

The Hearing Officer will determine whether the action, inaction or decision of the PHA is legal in accordance with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A notice of the hearing findings shall be provided in writing to the PHA and the family within five business days and shall include:

A clear summary of the decision and reasons for the decision;

If the decision involves money owed, the amount owed; and

The date the decision goes into effect.

The PHA is not bound by any hearing decisions which:

Concern matters in which the PHA is not required to provide an opportunity for a hearing;

Conflict with or contradict HUD regulations or requirements;

Conflict with or contradict Federal, State or local laws; or

Exceed the authority of the person conducting the hearing.

The PHA shall send a letter to the participant if it determines the PHA is not bound by the Hearing Officer's determination within five business days. The letter shall include the PHA's reasons for the decision.

All requests for a hearing, supporting documentation, and a copy of the final decision will be retained in the family's file.

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

- PHA main administrative office  
 Other (list below)

b. **Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

b. **Capital Fund Activities**

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

b. **Capital Fund Program Annual Statement**

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

Select one:

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

-or-

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

b. **Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

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

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

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

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

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

b. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
b. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
b. 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: b. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
b. Timeline for activity: b. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (I)]

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

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

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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
b. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>	
b. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>	
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>	
b. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?	
6. Number of units affected: b. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## **10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **b. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

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

#### **b. Activity Description**

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

<b>Conversion of Public Housing Activity Description</b>	
1a.	Development name:
1b.	Development (project) number:
b.	What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
b.	Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway

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

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

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

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

**b. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**b. Public Housing**

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

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

b. Activity Description

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

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

b. **Section 8 Tenant Based Assistance**

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

b. Program Description:

b. Size of Program



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

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

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

b. PHA-established eligibility criteria

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

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (l)]

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

### **b. PHA Coordination with the Welfare (TANF) Agency**

b. Cooperative agreements:

Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)? The PHA will consider an agreement for PY 2000.

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

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

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

### **b. Services and programs offered to residents and participants**

b. **General**

b. **Self-Sufficiency Policies**

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

(select all that apply)

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

The PHA shall include resource information with the information packet given to new tenants.

b. **Economic and Social self-sufficiency programs**

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

PHA plans to develop a resource list for distribution to clients in PY 2000.

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


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

b. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	Not applicable.	
Section 8	0	

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

**C. Welfare Benefit Reductions**

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

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

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

### **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

**C. Coordination between PHA and the police**

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

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

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

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

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

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

Attached at Attachment (File name)

Provided below:

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

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments  
List changes below:

Other: (list below)

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes  No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)  
Expand the supply of assisted housing by providing incentives to private property owners to rent to participating families and maximizing the lease-up of authorized units.



- . Improve the quality of assisted housing by concentrating on efforts to improve specific management functions.
- Increase assisted housing choices by providing voucher mobility counseling and conducting outreach efforts to potential voucher landlords.
- Provide an improved living environment by coordinating development of the new 5-year Consolidated Plan with needs identified in PHA plans.
- Promote self-sufficiency and asset development of assisted households by providing or attracting supportive services to improve assistance recipients' employability and to increase independence for the elderly or families with disabilities.
- Ensure equal opportunity and affirmatively further fair housing by undertaking affirmative measures 1. to ensure access to assisted housing; 2. to provide a suitable living environment; and 3. To ensure accessible housing to persons with all varieties of disabilities regardless of race, color, religion, national origin, sex, familial status, and disability.

Other: (list below)

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

These actions and commitments are described in the Consolidated Plan and the 1999 Action Plan (7/1/99-6/30/00)—

Goal Statements: Develop a housing system with mechanisms for the production, distributions and financing of a variety of housing types for households of all income levels. To provide various types of housing assistance and services to the special needs segment of the Township's population.

Objective: Rental housing: Provide Section 8 Housing Assistance Program for 240 extremely low and low income households.

Goal Statement: To provide a suitable living environment to low- and moderate-income residents of the Township by improving the safety and livability of its neighborhoods; providing quality facilities and services; revitalizing neighborhoods; restoring and preserving natural and physical features of special value; and conserving energy resources. To expand economic opportunities by creating jobs accessible to low- and moderate-income persons.

Objectives: Provision of public facilities--

- 60 barrier-free ramps on sidewalks
- 2 rehabilitation projects at day care centers to serve 144 households and 80 youth
- 1 rehabilitation project at a group home for developmentally disabled persons

Provide infrastructure improvements-- 19,050 feet of public utilities

Provide public services-- 1,550 people (general)

339 persons with special needs  
227 persons who are homeless  
464 households (general)  
80 youth

Provide accessibility to the disabled.—60 barrier-free ramps on sidewalks  
Provide lead-based paint hazard reduction services.—20 housing units

#### Additional actions--

Addressing obstacles to meeting underserved needs: The Township will continue to review alternatives to making maximum use of HUD funds, such as seeking other public funding sources and private investment and increasing the efficiency of program operations. The Department of Community developed a questionnaire to be distributed to banks and savings and loans with a presence in Bloomfield. The questionnaire will assemble information regarding banking activities under the Community Reinvestment Act, the Small Business Administration, and other programs benefiting lower income persons. The information will also enable Community Development to determine ways in which greater sharing and coordination of information can take place among agencies and citizens.

Fostering and maintaining affordable housing: Rehabilitation under the Residential Rehabilitation Program, improvements to the ARC group home at 24 Clarendon Place, and the provision of Section 8 vouchers and certificates will develop and retain affordable housing. The questionnaire described above will yield information regarding first-time homebuyers programs that Community Development will distribute to interested parties.

Removing barriers to affordable housing: The Township will continue to review its Zoning Ordinance for any unduly restrictive provisions that provide disincentives to the development of affordable housing. The provision of fair housing services will assist in affirmatively furthering fair housing. Sharing information about services and programs for first-time homebuyers will promote affordable housing in the Township.

Evaluating and reducing lead-based paint hazards: Tenants receiving Section 8 assistance and applicants under the Residential Rehabilitation Program will be notified of the hazards of lead-based paint poisoning, where housing was constructed prior to 1978. The Township will inspect for defective paint surfaces in units covered by these programs that were built prior to 1978 and which house children under age seven. Where lead-based paint is identified in assisted housing, abatement will be required as part of the project. Abatement will be conducted in accordance with relevant State and federal laws.

Reducing the number of poverty-level families: A number of activities will strive to reduce the number of poverty-level families, including Day Care Services at Family Service League and Olivebarn Corp.'s facilities; Fair Housing; Handicapped Citizens Transportation Service; Homeless Services; Housing, Recreation, and Respite Care; Job Training/First Occupational Center; Job Training/WERC; and Substance Abuse Treatment.

Developing institutional structure and enhancing coordination between public and private housing and social service agencies: The Department of Community Development's Consolidated Plan mailing list includes public and private agencies that serve the Township. Information on community development topics is sent to this list on a regular basis. The Director of Community Development attends events hosted by the United Way of Bloomfield and the Bloomfield Chamber of Commerce as part of staying current with local agencies and issues. She is currently requesting local lenders to provide information on first-time homebuyers and economic development programs to identify needs for new initiatives and information sharing in these areas. A fair or symposium for first-time homebuyers is being considered. The Director of Community Development also serves as the Township's representative on the County CEAS Committee. This provides information to enhance the continuum of care system presently serving the Township.

Fostering public housing improvements and resident initiatives: The Township does not contain any Federal public housing units. Bloomfield does, however, provide about 260 Section 8 vouchers and certificates. The Director of Community Development also serves as the Director of the Bloomfield Housing Agency, which administers the Section 8 Program. The Director reviews means to better serve clients and encourage landlord participation on an ongoing basis.

#### **D. Other Information Required by HUD**

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

##### Substantial Deviations to 5-Year Plan and Significant Amendments to 5-Year and Annual Plans

The Final Rule on the Public Housing Agency Plans, dated October 21, 1999, required PHA's to identify the basic criteria to be used in determining a substantial deviation from its 5-Year Plan and a significant amendment or modification to its 5-Year Plan and Annual Plan. This section describes the basic criteria.

After submitting its 5-Year Plan or Annual Plan to HUD, the Bloomfield Housing Agency may amend or modify any PHA policy, rule, regulation, or other aspect of the plan. Any significant amendment or modification must be adopted by the Township Council at a meeting that is open to the public. A significant amendment or modification is defined as any modification to either plan that results in the elimination of a strategy, policy, or goal contained in the original plans; the creation of a new strategy, policy, or goal; or a significant change to the purpose or scope of a strategy, policy, or goal. An exception to this definition is an amendment or modification that the Director of Community Development deems necessary to alleviate an emergency condition.

Prior to adoption by the Township Council, the PHA will consult with the Resident Advisory Board. The Director of Community Development must ensure that the proposed amendment or modification is consistent with the Township's Consolidated Plan. The process for obtaining public comment on the plans will also be followed with regard to significant amendments or modifications.

The amendment or modification may not be implemented until HUD is notified and HUD approves the amendment or modification in accordance with HUD's plan review procedures. A summary of any comments received by the PHA will be included with the notification to HUD, along with a description of the manner in which the PHA addressed the comments.

## Attachments

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

### ATTACHMENT B Comments by Resident Advisory Board

The Resident Advisory Board has expressed concern regarding landlords' continued willingness to participate in the program. Many tenants have rents below HUD's Fair Market Rents. Some landlords have complained about the small rent increases our agency has been approving and the fact that they could get higher rents by getting new tenants. Tenants are also concerned about how the new Housing Choice Voucher Program (HCVP) will affect their payments towards rent.

In order to attract and retain landlords, the plans seek to place advertisements in local newspapers, develop and disseminate an informational brochure, and conduct at least one landlord meeting. Limited screening of tenants by the PHA, particularly with regard to criminal records, should give landlords information they would not readily obtain in the private market. This should encourage their accepting program participants. A "rent reasonableness" study will give the PHA more valid information to make future decisions regarding rent increases. Of course, any units under rent control must continue to be limited to increases based upon the Consumer Price Index. But rent control would be a factor regardless of whether the tenant was involved with Section 8.

To alleviate concerns about the tenant's share of rent under the new HCVP, staff discuss the program with the tenants at their recertification interviews. As part of the interview session, staff estimate tenant payments under the new program based upon current information regarding income and the Fair Market Rents as the Payment Standard. This gives the tenant an idea as to how their share of rent payments may change the following year. At this time, it appears the differences between tenant payments under the current Voucher and Certificate programs and the new HCVP are minimal.

## ATTACHMENT C -- Consultations with Interested Persons, Groups, and Organizations

Individuals and groups included in the following list were mailed a notice about the PHA plans 45 days prior to the hearing of November 15, 1999. Notices also appeared in the September 30, 1999 editions of "The Bloomfield Life" and "The Independent Press."

	Christ Episcopal Church Bloomfield & Glen Ridge 74 Park Avenue Glen Ridge, NJ 07028	St. John's Lutheran Ch 216 Liberty Street Bloomfield, NJ 07003
Bloomfield Senior Citizen Housing Michael Malfatto 134 Beverly Rd. Bloomfield, NJ 07003	Watsessing Center Organization John Stefanelli, President 495 Essex Avenue Bloomfield, NJ 07003	Meals on Wheels of O The Hospital Center of 188 S. Essex Avenue Orange, NJ 07051
Bloomfield Civil & Human Rights Commission Attn: Roberto Alvarez 80 Lenox Terrace Bloomfield, NJ 07003	Bloomfield Landuse Forum Network Carolyn Vadala 108 Floyd Avenue Bloomfield, NJ 07003	The Independent Press 266 Liberty Street Bloomfield, NJ 07003
Felicity Towers Attn: Raymond Marzulli Jr. 100 Llewellyn Avenue Bloomfield, NJ 07003	Spring St. & Neighborhood Assoc. Boys and Girls Club Henry Tuorto, President 72 E. Almira St. Bloomfield, NJ 07003	Salvation Army Montclair Citadel 13 Trinity Pl. Montclair, NJ 07042
Nora R. Locke, Esq. Essex-Newark Legal Services 106 Halsey Street Newark, NJ 07102	Kinder Towers 400 Hoover Avenue Bloomfield, NJ 07003	First Baptist Church 1 Washington Street Bloomfield, NJ 07003
Steve Galvacky, Editor Bloomfield Life 90 Centre Street Nutley, NJ 07110	Brookdale Baptist Church Attn: Rev. Thompson Broad & Mtn. Ave. Bloomfield, NJ 07003	Korean United Presbyt 27 Bay Avenue Bloomfield, NJ 07003
Bloomfield Board of Education Attn: Thomas Dowd, Superintendent 155 Broad Street Bloomfield, NJ 07003	Bethany United Presbyterian Church 293 West Passaic Avenue Bloomfield, NJ 07003	Christian Bible Center 430 Franklin Street Bloomfield, NJ 07003

First Occupational Center  
Attn: Rocco Meola  
391 Lakeside Avenue  
Orange, NJ 07050

West Essex Rehabilitation Center  
Attn: Eugene Stefanelli  
83 Walnut Street  
Montclair, NJ 07042

Deborah Lassiter, Dire  
Olivebarn Corp.  
399 Digaetano Terrace  
West Orange, NJ 07050

ARC of Essex County, Inc.  
Attn: Albert Ianacone  
7 Regent Street  
Livingston, NJ 07039

Cope Center Inc.  
Attn: Roberta Steiner  
104 Bloomfield Avenue  
Montclair, NJ 07042

Christian Faith Center  
Attn: John Esposito  
132 Montgomery St.  
Bloomfield, NJ 07003

Family Service League Inc.  
Attn: Donald Fann  
28 Smull Avenue  
Caldwell, NJ 07006

Bloomfield Presbyterian  
Church on the Green  
Broad Street  
Bloomfield, NJ 07003

St. Thomas the Apostl  
60 Byrd Avenue  
Bloomfield, NJ 07003

St. Valentines Church  
125 No. Spring St.  
Bloomfield, NJ 07003

Park United Methodist Church  
120 Broad St.  
Bloomfield, NJ 07003

Union Baptist Church  
Attn: Rev Thomason  
21 Conger St.  
Bloomfield, NJ 07003

Bessie Walker, CEAS Chairperson  
Essex County Div. of Community Action  
15 So. Munn Avenue, 3<sup>rd</sup> floor  
East Orange, NJ 07018

Karen Lore, Welfare Director  
Township of Bloomfield

Bloomfield Public Libr  
Attn: Joyce Jollimore  
Township of Bloomfiel

Lenny Celluro  
Recreation Director  
Civic Center

Rick Proctor  
Director of Health  
Township of Bloomfield

Wayne Hartmann  
Finance Director  
Township of Bloomfiel

Joseph Intile, Chief  
Bloomfield Fire Department  
Franklin & Montgomery  
Fire Headquarters  
Bloomfield, NJ 07003

Jon Zawacki  
Township Administrator  
Township of Bloomfield

Joseph Pisauro  
Tax Assessor  
Township of Bloomfiel

Anthony Marucci  
Township of Engineer  
Township of Bloomfield

Louise Palagano  
Town Clerk  
Township of Bloomfield

Chief John McNiff  
Bloomfield Police Dep  
Township of Bloomfiel

Richard Salierno  
Court Clerk  
Township of Bloomfield

Vincent Pirone  
Township Attorney  
Township of Bloomfield

American Red Cross  
of Metropolitan NJ., Inc.  
Attn: William Gramm  
106 Washington Street  
Orange, NJ 07017

Catholic Community Services  
Attn: Regina Adesanya  
1160 Raymond Blvd.  
Newark, NJ 07102

Cerebral Palsy Center of Essex &  
West Hudson  
Attn: Peter Kurtz  
7 Sanford Avenue  
Belleville, NJ 07109

CHR-III Services, Inc.  
60 South Fullerton Ave  
Montclair, NJ 07042

Community Healthcare Network, Inc.  
Attn: Tony Lucibello  
570 Belleville Avenue  
Belleville, NJ 07109

Council on Compulsive Gambling Of  
New Jersey, Inc.  
Attn: Edward Looney  
1315 West State Street  
Trenton, NJ 08618

CYO/Youth Ministries  
Attn: Ronald Marczew  
171 Clifton Avenue  
Newark, NJ 07102

Mr. Robert Estler  
Bloomfield College  
229 Liberty Street  
Bloomfield, NJ 07003

Frank J. Rennie, Director  
Human Needs Food Pantry, Inc.  
36 Hawthorne Place, Apt. 2R  
Montclair, NJ 07042

Senior Care & Activities  
46 Park Street  
Montclair, NJ 07042

Senior Services, Inc.  
439 Main Street  
Orange, NJ 07050

United Labor Agency of  
Essex & West Hudson, Inc.  
30 Clinton Street  
Newark, NJ 07102

United Services Organization  
283 Lexington Avenue  
New York, NY 10016

Young Women's Christian Association  
159 Glenridge Avenue  
Montclair, NJ 07042

Watsessing Heights Neighborhood Assoc.  
C/o Mimi Michalski  
24 Morse Avenue  
Bloomfield, NJ 07003

Brookdale Neighborhood  
PO Box 1252  
Bloomfield, NJ 07003



# ATTACHMENT G

## Additional Comments and Responses

### At Public Hearing (November 15, 1999 at 8:00 PM):

Cesar Torres, Managing Attorney for Essex-Newark Legal Services, claimed there were irregularities with regard to the procedures the PHA used in preparing the plans and that documents that were supposed to be available for public inspection had not been made available. He gave no specifics during the hearing. Mr. Torres also stated that he was preparing comments, but they were not in final form. The PHA received the comments after 5:00 PM on Friday, November 19, 1999. Even though the 45-day public comment period had closed and the Town Council had adopted the plans, the PHA intends to respond to Mr. Torres' comments in the near future. The 21 pages of comments raise "a number of important questions about the BHA's intent and ability to meet the changing needs and nature of tenant based assistance: specifically, the regulatory changes resulting from the switch voucher only program." These are very serious charges, which the PHA will discuss with HUD.

The comment of substance made by Mr. Torres at the public hearing concerned the PHA's use of HUD's Fair Market Rents as the Payment Standard. He claimed that the PHA limits the availability of housing by not selecting a higher Payment Standard. The PHA's experience is that the FMR's adequately reflect the market and give tenants sufficient housing options. The issue for participants is not the use of the FMR's as the Payment Standard, but the overall scarcity of rental housing in a tight market. The PHA plans to undertake a "rent reasonableness" study early in the year 2000. If data supports a higher Payment Standard, the PHA will ask the Town Council to adjust the Payment Standard accordingly.

### Other Comments Received:

No other comments were received.

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement

### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

