

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2001

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

HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

**PHA Plan
Agency Identification**

PHA Name: Camden Housing Authority

PHA Number: NJ 010

PHA Fiscal Year Beginning: (mm/yyyy) 01/2001

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: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or the 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: By the end of year 5, up to 1000.
 - Reduce public housing vacancies: The goal is to reduce to 2%.
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
Increase homeownership opportunities.
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score) Goal is to improve to 80% by end of Year 1. Continuous growth anticipated for the following 4 years.
 - Improve voucher management: (SEMAP score) Initial SEMAP effective date 9/9/99; thus not available.

- Increase customer satisfaction: Will strive to improve overall responsiveness to the needs/concerns of our customers.
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections) We will improve public housing, finance, management operations.
 - Renovate or modernize public housing units: Modernization is planned for all the Authority development sites.
 - Demolish or dispose of obsolete public housing: Demolition will be done at Westfield Acres and McGuire Gardens. New units will be built to replace those lost in demolition.
 - Provide replacement public housing: Same as above.
 - Provide replacement vouchers: Our request amount will depend on the financing method chosen.
 - Other: (list below)
Homeownership opportunities; Royal Court
- PHA Goal: Increase assisted housing choices
- Objectives:
- Provide voucher mobility counseling:
 - Conduct outreach efforts to potential voucher landlords By end of Year 1, will have quality landlord outreach program in place.
 - Increase voucher payment standards
 - Implement voucher homeownership program: Encourage self-sufficiency and independence.
 - Implement public housing or other homeownership programs: Implementation of a homeownership program at Westfield Acres.
 - 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 policies that comply with the federal regulations regarding Deconcentration and Income Mixing.
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: Same as above

- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities) Elderly only designation will be sought for Kennedy Tower by end of year 1. Two other buildings will be earmarked for designation within the 4 years following.
- Other: (list below)

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
Objectives:
 - Increase the number and percentage of employed persons in assisted families: Through “FSS” and other programs, will increase percentage employed by five percentage points.
 - Provide or attract supportive services to improve assistance recipients’ employability: The current plans will be expanded to more providers in locations accessible to more residents, by end of Year 1.
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. Implement programs to include agencies working with the disabled as well as efforts to receive more HUD and other funding for direct programs to the elderly.
 - Other: (list below)
Welfare to Work Initiatives

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Actions are already in place and new plans will be implemented to address the needs of all the residents.
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 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 h**
- 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 Camden Housing Authority (CHA) has proposed this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and ensuing Department of Housing and Urban Development (HUD) requirements.

We have included the CHA Mission Statement to guide the activities of the CHA. The mission of the CHA is the same as that of HUD, to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

We have also adopted the following goals and objectives:

- Further Implement the Developed Materials Management Plan
- Continue Implementation of the Technology Plan Which Will Increase the Automation of Agency Functions
- Reorganize All Departments and Develop Policies and Procedures to Support the Mission of the Organization
- Develop PHAS Monitoring System

In summary, we are on a course to improve the conditions of affordable housing for the residents of the Camden Housing Authority. This Plan is an integral part of a larger, extensive strategy proposed for the City of Camden.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Annual Plan

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- ii. Table of Contents
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 6. Grievance Procedures
 7. Capital Improvement Needs
 8. Demolition and Disposition
 9. Designation of Housing
 10. Conversions of Public Housing
 11. Homeownership
 12. Community Service Programs (Community Service Policy Attached)
 13. Crime and Safety
 14. Pets (Pets Policy Attached)
 15. Civil Rights Certifications (included with PHA Plan Certifications)
 16. Audit
 17. Asset Management
 18. Other Information

Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2001 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) – Hard copy submitted

Optional Attachments:

- PHA Management Organizational Chart
- FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards
- Other (List below, providing each attachment name)

Definition of Substantial Deviation

Section 8 Administrative Plan

Pet Policy

Community Service Policy

ACOP

Lease

Community Service Action Plan

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	Annual Plans
XX	State/Local Government Certification of Consistency with the Consolidated Plan	Annual Plans
XX	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.	Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	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
XX	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
XX	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
XX	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
XX	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
XX	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
XX	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
XX	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
XX	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
XX	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
XX	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
XX	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
XX	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
XX	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
XX	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
XX	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
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	6506	5	5	5	N/A	N/A	5
Income >30% but <=50% of AMI	2550	4	4	5	N/A	N/A	5
Income >50% but <80% of AMI	2029	2	2	5	N/A	N/A	5
Elderly	1797	2	2	5	N/A	N/A	5
Families with Disabilities	49,676 Individuals	5	5	5	5	N/A	5
Black	14433	5	5	5	N/A	N/A	5
Hispanic	6058	5	5	5	N/A	N/A	5

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Asian/Pacific Islanders	834	5	5	5	N/A	N/A	5
Race/Ethnicity							

These numbers are for the City of Camden except for the racial information that is for the County.

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	585		

Housing Needs of Families on the Waiting List			
Extremely low income <=30% AMI	573	97.9%	
Very low income (>30% but <=50% AMI)	11	1.9%	
Low income (>50% but <80% AMI)	1	<1%	
Families with children	390	66.7%	
Elderly families	195	33.3%	
Families with Disabilities	195	33.3%	
White	5	.85%	
Black	380	65%	
Hispanic	200	34.2%	
Race/ethnicity			
Characteristics by Bedroom Size (Public Housing Only)			
0 and 1BR	405	69%	
2 BR	116	20%	
3 BR	54	9.2%	
4 BR	10	1.7%	
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 10 months (2/14/00)			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List
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Housing Needs of Families on the Waiting List

Waiting list type: (select one)

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

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	1000		N/A – 1 st Year
Extremely low income <=30% AMI	950	95%	
Very low income (>30% but <=50% AMI)	40	4%	
Low income (>50% but <80% AMI)	10	1%	
Families with children	725	73%	
Elderly families	75	8%	
Families with Disabilities	60	6%	
White	10	.1 %	
Black	650	65%	
Hispanic	340	34%	
Race/ethnicity			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)
Work with the cities available stock.

Community Development Block Grant (CDBG)

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)
CHA is currently in the process of conducting an assessment, which will identify races or ethnicities with disproportionate housing needs. Upon the review of the assessments findings appropriate strategies will be developed/ implemented.

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)
CHA has developed a landlord outreach program in which the CHA develops opportunities for Section 8 residents outside of areas of poverty/ minority concentrations.

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

(2) Reasons for Selecting Strategies

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

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

Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	7,622,886	
b) Public Housing Capital Fund	4,877,545	
c) HOPE VI Revitalization (Westfield)	35,000,000	
d) Annual Contributions for Section 8 Tenant-Based Assistance	59,13,198	
e) Public Housing Drug Elimination Program 01 (including any Technical Assistance funds)	510,000	
f) Resident Opportunity and Self-Sufficiency Grants	700,000	
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
Capital Fund	1,050,895	Capital Improvements
HOPE VI – McGuire Revitalization	3,741,372	Capital Improvements
HOPE VI - Demolition	0	Capital Improvements
PHDEP 2000	510,938	Anti-Drug Activities
TOP Grants	57,000	Resident Services
EDSS	100,000	Resident Services
3. Public Housing Dwelling Rental Income	2,730,700	P. H. Operations
4. Other income (list below)		
Interest on Reserves	16,210	P. H. Operations
5. Non-federal sources (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
English as a Second Language	5,000	Resident Services
Basic Adult Skills Program	43,800	Resident Services
SSBG (Homemakers)	195,000	Resident Services
TANF Supportive Works Program	97,000	Resident Services
Total resources	63,131,100	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: 3 months
- Other: (describe)

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

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

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) If they have not lived in Camden for the past 3 years.

(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)

Interested persons may apply at the PHA development site for site based waiting list only.

- 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? 1

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? 3 (Community-wide, site based, and Section 8 waiting list)

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.

2 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

- 1 Residents who live and/or work in the jurisdiction
- 1 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)
- 1 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?

The analysis is still being done.

- 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:

The analysis is still being performed.

- 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) For applicants that have not lived in Camden for the past three years.
- 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)

Satellite locations to meet needs of applicants or to provide reasonable accommodations.

(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:

If voucher holder can show that a reasonable effort has been made to locate suitable housing.

Also, if voucher holder is elderly or handicapped.

(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.

2 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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)

Communications directed at the target group and advertised meetings.

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:

In the Admissions and Continued Occupancy policy.

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

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)
Market tendencies or shifts

(2) Minimum Rent

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

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

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

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	1,200	100
Section 8 Vouchers	1,034	Unknown, new program.
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	(Unit Count) 1,200	N/A
Other Federal Programs(list individually)		
EDSS	60	20

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)
The Authority's Admissions and Occupancy Policy

(2) Section 8 Management: (list below)
The Section 8 Administrative Plan is being developed.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?
The Authority recently received the first allocation of Section 8 vouchers. The Section 8 Administrative Plan is being developed.

If yes, list additions to federal requirements below:

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

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

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

Select one:

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

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name: Westfield Acres

2. Development (project) number: NJ10-06

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
 Revitalization Plan submitted, pending approval
 Revitalization Plan approved
 Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below: Westfield Acres

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:

Westfield Acres

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan

Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:
5. Number of units affected: 514
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10.)

If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

Designation of Public Housing Activity Description
1a. Development name: Kennedy Tower 1b. Development (project) number: NJ10-7
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (04/01/2000)
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 100 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY

1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application

4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (<u>Years ago</u>)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 04/21/99

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Homemaking-Health Aid	300	Based on need	PHA Main Office	Public Housing
Transportation	1000	Based on need	PHA Main Office	Public Housing
Welfare to Work	250	Specific criteria	PHA Main Office	Public Housing
EDSS	60	Specific criteria	PHA Main Office	Public Housing
DEP	465	Specific criteria	PHA Main Office	Public Housing
Counseling Services	300	Based on need	PHA Main Office	Public Housing
English as a Second Language	50	Based on need	PHA Main Office	Public Housing
Trades Programs	100	Specific criteria	PHA Main Office	Public Housing
State Grant	100	Specific criteria	PHA Main Office	Public Housing
ABE/GED	700	Based on need	PHA Main Office	Public Housing
HTVN	450	Based on need	PHA Main Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation
--

Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 30/08/00)
Public Housing McGuire Gardens	N/A	136
Section 8	N/A	N/A

- 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:

The authority is not yet administering a Section 8 FSS program as it recently received its first Section 8 allocation. Program concept and design will be initiated in FY 2000.

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)

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

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)
Observed loitering including during school hours.

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 - Verbal
- PHA employee reports - Verbal
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)
REAC Resident Survey results.

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

All are affected at an unacceptable level but especially Roosevelt Manor, Chelton Terrace, McGuire Gardens, and Branch Village.

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 - HFC, YMCA
- Crime Prevention Through Environmental Design – fencing, security
- Activities targeted to at-risk youth, adults, or seniors – Multi-Agency Life Line
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)
Hired HACC security employees which provide constant monitoring of all our sites.

2. Which developments are most affected? (list below)
All family development sites.

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)
CHA opened police mini-stations and assist with manning them. CHA conducted take-back initiatives at two sites.

2. Which developments are most affected? (list below)
Ablett Village; Roosevelt Manor;

D. Additional information as required by PHDEP/PHDEP Plan (See Attachment)

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 2001 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? 1

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)

Utilize a mixed finance development plan to develop phases II and III of Chelton Terrace.

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) Attachment E

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.) The Secretary's Designee acts in lieu of the Board of Commissioners for the Housing Authority.

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.)

HUD is the Board.

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here) City of Camden

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

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

Other: (list below)

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

The Authority was an active participant throughout the entire development process of the City's Consolidated Plan. The City is fully aware of the Authority's needs and is committed to providing their assistance.

D. Other Information Required by HUD

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

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which requires formal approval of the Board of Commissioners.

Attachments

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

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ADMISSIONS AND CONTINUED OCCUPANCY POLICY

This Admissions and Continued Occupancy Policy defines the Camden Housing Authority's policies for the operation for the Public Housing Program, incorporating Federal, State and local law. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

1.0 FAIR HOUSING

It is the policy of the Camden Housing Authority to fully comply with all Federal, State and local nondiscrimination laws; the Americans with Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the grounds of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the Camden Housing Authority's programs.

To further its commitment to full compliance with applicable Civil Rights laws, the Camden Housing Authority will provide Federal/State/local information to applicants/tenants of the Public Housing Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the Camden Housing Authority office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The Camden Housing Authority will assist any family that believes they have suffered illegal discrimination by providing them copies of the appropriate housing discrimination forms. The Camden Housing Authority will also assist them in completing the forms if requested, and will provide them with the address of the nearest HUD office of Fair Housing and Equal Opportunity.

2.0 REASONABLE ACCOMMODATION

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the Camden Housing Authority housing programs and related services. When such accommodations are granted, they do not confer special treatment or advantage for the person with a disability; rather, they make the program accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request

accommodations and the guidelines the Camden Housing Authority will follow in determining whether it is reasonable to provide a requested accommodation. Because disabilities are not always apparent, the Camden Housing Authority will ensure that all applicants/tenants are aware of the opportunity to request reasonable accommodations.

2.1 COMMUNICATION

Anyone requesting an application will also receive a Request for Reasonable Accommodation form.

Notifications of reexamination, inspection, appointment, or eviction will include information about requesting a reasonable accommodation. Any notification requesting action by the tenant will include information about requesting a reasonable accommodation.

All decisions granting or denying requests for reasonable accommodations will be in writing.

2.2 QUESTIONS TO ASK IN GRANTING THE ACCOMMODATION

- A. Is the requestor a person with disabilities? For this purpose the definition of person with disabilities is different than the definition used for admission. The Fair Housing definition used for this purpose is:

A person with a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment. (The disability may not be apparent to others, i.e., a heart condition).

If the disability is apparent or already documented, the answer to this question is yes. It is possible that the disability for which the accommodation is being requested is a disability other than the apparent disability. If the disability is not apparent or documented, the Camden Housing Authority will obtain verification that the person is a person with a disability.

- B. Is the requested accommodation related to the disability? If it is apparent that the request is related to the apparent or documented disability, the answer to this question is yes. If it is not apparent, the Camden Housing Authority will obtain documentation that the requested accommodation is needed due to the disability. The Camden Housing Authority will not inquire as to the nature of the disability.

C. Is the requested accommodation reasonable? In order to be determined reasonable, the accommodation must meet two criteria:

7. 1. Would the accommodation constitute a fundamental alteration? The Camden Housing Authority's business is housing. If the request would alter the fundamental business that the Camden Housing Authority conducts, that would not be reasonable. For instance, the Camden Housing Authority would deny a request to have the Camden Housing Authority do grocery shopping for a person with disabilities.

8.

9. 2. Would the requested accommodation create an undue financial hardship or administrative burden? Frequently the requested accommodation costs little or nothing. If the cost would be an undue burden, the Camden Housing Authority may request a meeting with the individual to investigate and consider equally effective alternatives.

D. Generally the individual knows best what it is they need; however, the Camden Housing Authority retains the right to be shown how the requested accommodation enables the individual to access or use the Camden Housing Authority's programs or services.

If more than one accommodation is equally effective in providing access to the Camden Housing Authority's programs and services, the Camden Housing Authority retains the right to select the most efficient or economic choice.

7. The cost necessary to carry out approved requests, including requests for physical modifications, will be borne by the Camden Housing Authority if there is no one else willing to pay for the modifications. If another party pays for the modification, the Camden Housing Authority will seek to have the same entity pay for any restoration costs.

7. If the tenant requests as a reasonable accommodation that they be permitted to make physical modifications at their own expense, the Camden Housing Authority will generally approve such request if it does not violate codes or affect the structural integrity of the unit.

Any request for an accommodation that would enable a tenant to materially violate essential lease terms will not be approved, i.e. allowing nonpayment of rent, destruction of property, disturbing the peaceful enjoyment of others, etc.

3.0 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND RESIDENTS

The Camden Housing Authority will endeavor to have bilingual staff or access to people who speak languages other than English in order to assist non-English speaking families. In addition to English, the Camden Housing Authority will cover Spanish and other languages as necessary.

4.0 FAMILY OUTREACH

The Camden Housing Authority will publicize the availability and nature of the Public Housing Program for extremely low-income, very low and low-income families in a newspaper of general circulation, minority media, and by other suitable means.

To reach people who cannot or do not read the newspapers, the Camden Housing Authority will distribute fact sheets to the broadcasting media and initiate personal contacts with members of the news media and community service personnel. The Camden Housing Authority will also try to utilize public service announcements.

The Camden Housing Authority will communicate the status of housing availability to other service providers in the community and inform them of housing eligibility factors and guidelines so they can make proper referrals for the Public Housing Program.

5.0 RIGHT TO PRIVACY

All adult members of both applicant and tenant households are required to sign HUD Form 9886, Authorization for Release of Information and Privacy Act Notice. The Authorization for Release of Information and Privacy Act Notice states how family information will be released and includes the Federal Privacy Act Statement.

Any request for applicant or tenant information will not be released unless there is a signed release of information request from the applicant or tenant.

6.0 REQUIRED POSTINGS

In each of its offices, the Camden Housing Authority will post, in a conspicuous place and at a height easily read by all persons including persons with mobility disabilities, the following information:

- A. Statement of Policies and Procedures governing Admission and Continued Occupancy
- B. Notice of the status of the waiting list (opened or closed)
- C. A listing of all the developments by name, address, number of units, units designed with special accommodations, address of all project offices, office hours, telephone numbers, TDD numbers, and Resident Facilities and operation hours
- D. Income Limits for Admission
- E. Excess Utility Charges
- F. Utility Allowance Schedule
- G. Current Schedule of Routine Maintenance Charges
- H. Dwelling Lease
- I. Grievance Procedure
- J. Fair Housing Poster
- K. Equal Opportunity in Employment Poster
- L. Any current Camden Housing Authority Notices

7.0 TAKING APPLICATIONS

Families wishing to apply for the Public Housing Program will be required to complete an application for housing assistance. Applications will be accepted during regular business hours at 1300 Admiral Wilson Blvd, Camden, NJ 08102.

Applications are taken to compile a waiting list. Due to the demand for housing in the Camden Housing Authority jurisdiction, the Camden Housing Authority may take applications on an open enrollment basis, depending on the length of the waiting list.

Completed applications will be accepted for all applicants and the Camden Housing Authority will verify the information.

Applications may be made in person at the Main Office (1300 Admiral Wilson Blvd. Camden, NJ) on Monday through Friday from 8:30 AM to 4:30 PM. Applications will be mailed to interested families upon request.

The completed application will be dated and time stamped upon its return to the Camden Housing Authority.

Persons with disabilities who require a reasonable accommodation in completing an application may call the Camden Housing Authority to make special arrangements. A Telecommunication Device for the Deaf (TDD) is available for the deaf. The TDD telephone number is **(Insert the telephone number)**.

The application process will involve two phases. The first phase is the initial application for housing assistance or the pre-application. The pre-application requires the family to provide limited basic information establishing any preferences to which they may be entitled. This first phase results in the family's placement on the waiting list.

Upon receipt of the family's pre-application, the Camden Housing Authority will make a preliminary determination of eligibility. The Camden Housing Authority will notify the family in writing of the date and time of placement on the waiting list, and the approximate wait before housing may be offered. If the Camden Housing Authority determines the family to be ineligible, the notice will state the reasons therefore and will offer the family the opportunity of an informal review of the determination.

The applicant may at any time report changes in their applicant status including changes in family composition, income, or preference factors. The Camden Housing Authority will annotate the applicant's file and will update their place on the waiting list. Confirmation of the changes will be confirmed with the family in writing.

The second phase is the final determination of eligibility, referred to as the full application. The full application takes place when the family nears the top of the waiting list. The Camden Housing Authority will ensure that verification of all preferences, eligibility, suitability and selection factors are current in order to determine the family's final eligibility for admission into the Public Housing Program.

8.0 ELIGIBILITY FOR ADMISSION

8.1 INTRODUCTION

- 1.
2. There are five eligibility requirements for admission to public housing: qualifies as a

family, has an income within the income limits, meets citizenship/eligible immigrant criteria, provides documentation of Social Security numbers, and signs consent authorization documents. In addition to the eligibility criteria, families must also meet the Camden Housing Authority screening criteria in order to be admitted to public housing.

3.

8.2 **ELIGIBILITY CRITERIA**

7.

8. A. Family status.

1. A **family with or without children** Such a family is defined as a group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship.

1. a. Children temporarily absent from the home due to placement in foster care are considered family members.

2.

b. Unborn children and children in the process of being adopted are considered family members for the purpose of determining bedroom size but are not considered family members for determining income limit.

1. 2. An **elderly family**, which is:

2.

a. A family whose head, spouse, or sole member is a person who is at least 62 years of age;

b. Two or more persons who are at least 62 years of age living together; or

c. One or more persons who are at least 62 years of age living with one or more live-in aides.

3. A **near-elderly family**, which is:

a. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62;

b. Two or more persons, who are at least 50 years of age but below the age of 62, living together; or

c. One or more persons, who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

4. A **disabled family**, which is:
 - a. A family whose head, spouse, or sole member is a person with disabilities;
 - b. Two or more persons with disabilities living together; or
 - c. One or more persons with disabilities living with one or more live-in aides.
1. 5. A **displaced family**, which is a family in which each member, or whose sole member, has been displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.
6. A **remaining member of a tenant family**.
1. 7. A **single person** who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family.

7. B. Income eligibility

1. 1. To be eligible for admission to developments or scattered-site units, the family's annual income must be within the low-income limit set by HUD. This means the family income cannot exceed 80 percent of the median income for the area.
1. 2. Income limits apply only at admission and are not applicable for continued occupancy.
1. 3. A family may not be admitted to the public housing program from another assisted housing program (e.g., tenant-based Section 8) or from a public housing program operated by another housing authority without meeting the income requirements of the Camden Housing Authority.
2. 4. If the Camden Housing Authority acquires a property for federal public housing purposes, the families living there must have incomes within the low-income limit in order to be eligible to remain as public housing tenants.
1. 5. Income limit restrictions do not apply to families transferring within our

Public Housing Program.

7. C. Citizenship/Eligibility Status

1. To be eligible each member of the family must be a citizen, national, or a noncitizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).
2. Family eligibility for assistance.
 1. a. A family shall not be eligible for assistance unless every member of the family residing in the unit is determined to have eligible status, with the exception noted below.
 - b. Despite the ineligibility of one or more family members, a mixed family may be eligible for one of three types of assistance. (See Section 13.6 for calculating rents under the noncitizen rule)
 - c. A family without any eligible members and receiving assistance on June 19, 1995 may be eligible for temporary deferral of termination of assistance.

7. D. Social Security Number Documentation

To be eligible, all family members 6 years of age and older must provide a Social Security number or certify that they do not have one.

7. E. Signing Consent Forms

3. In order to be eligible, each member of the family who is at least 18 years of age, and each family head and spouse regardless of age, shall sign one or more consent forms.
2. The consent form must contain, at a minimum, the following:
 - a. A provision authorizing HUD or the Camden Housing Authority to obtain from State Wage Information Collection Agencies (SWICAs) any information or materials necessary to complete or verify the application for participation or for eligibility for continued occupancy; and

- b. A provision authorizing HUD or the Camden Housing Authority to verify with previous or current employers income information pertinent to the family's eligibility for or level of assistance;
- c. A provision authorizing HUD to request income information from the IRS and the SSA for the sole purpose of verifying income information pertinent to the family's eligibility or level of benefits; and
- d. A statement that the authorization to release the information requested by the consent form expires 15 months after the date the consent form is signed.

8.3 SUITABILITY

7.

- 8. A. Applicant families will be evaluated to determine whether, based on their recent behavior, such behavior could reasonably be expected to result in noncompliance with the public housing lease. The Camden Housing Authority will look at past conduct as an indicator of future conduct. Emphasis will be placed on whether a family's admission could reasonably be expected to have a detrimental effect on the development environment, other tenants, Camden Housing Authority employees, or other people residing in the immediate vicinity of the property. Otherwise eligible families will be denied admission if they fail to meet the suitability criteria.

- 7. B. The Camden Housing Authority will consider objective and reasonable aspects of the family's background, including the following:

- 4. 1. History of meeting financial obligations, especially rent;

5.

- 6. 2. Ability to maintain (or with assistance would have the ability to maintain) their housing in a decent and safe condition based on living or housekeeping habits and whether such habits could adversely affect the health, safety, or welfare of other tenants;

- 4. 3. History of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;

- 4. 4. History of disturbing neighbors or destruction of property;

- 4. 5. Having committed fraud in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from; and
 - 4. 6. History of abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment by others.
- C. The Camden Housing Authority will ask applicants to provide information demonstrating their ability to comply with the essential elements of the lease. The Camden Housing Authority will verify the information provided. Such verification may include but may not be limited to the following:
- 4. 1. A credit check of the head, spouse and co-head;
 - 5. 2. A rental history check of all adult family members;
 - 6. 3. A criminal background check on all adult household members, including live-in aides. This check will be made through State or local law enforcement or court records in those cases where the household member has lived in the local jurisdiction for the last three years. Where the individual has lived outside the local area, the Camden Housing Authority may contact law enforcement agencies where the individual had lived or request a check through the FBI's National Crime Information Center (NCIC);
 - 7. 4. A home visit. The home visit provides the opportunity for the family to demonstrate their ability to maintain their home in a safe and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances. The inspection may also consider any evidence of criminal activity; and
 - 8. 5. A check of the State's lifetime sex offender registration program for each adult household member, including live-in aides. No individual registered with this program will be admitted to public housing.
 - 9.
 - 10.
 - 11.
 - 12.

8.4 GROUND'S FOR DENIAL

The Camden Housing Authority is not required or obligated to assist applicants who:

- A. Do not meet any one or more of the eligibility criteria;
- B. Do not supply information or documentation required by the application process;

- C. Have failed to respond to a written request for information or a request to declare their continued interest in the program;
- D. Have a history of not meeting financial obligations, especially rent;
- E. Do not have the ability to maintain (with assistance) their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- F. Have a history of criminal activity by any household member involving crimes of physical violence against persons or property and any other criminal activity including drug-related criminal activity that would adversely affect the health, safety, or well being of other tenants or staff or cause damage to the property;
- G. Have a history of disturbing neighbors or destruction of property;
- H. Currently owes rent or other amounts to any housing authority in connection with their public housing or Section 8 programs;
- I. Have committed fraud, bribery or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- J. Were evicted from assisted housing within three years of the projected date of admission because of drug-related criminal activity involving the personal use or possession for personal use;
 - 1. The person demonstrates to the Camden Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. Has otherwise been rehabilitated successfully; or
 - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- K. Were evicted from assisted housing within five years of the projected date of admission because of drug-related criminal activity involving the illegal manufacture, sale,

distribution, or possession with the intent to manufacture, sell, distribute a controlled substance as defined in Section 102 of the Controlled Substances Act, 21 U.S.C. 802;

- L. Are illegally using a controlled substance or are abusing alcohol in a way that may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents. The Camden Housing Authority may waive this requirement if:
 - 1. The person demonstrates to the Camden Housing Authority's satisfaction that the person is no longer engaging in drug-related criminal activity or abuse of alcohol;
 - 2. Has successfully completed a supervised drug or alcohol rehabilitation program;
 - 3. Has otherwise been rehabilitated successfully; or
 - 4. Is participating in a supervised drug or alcohol rehabilitation program.
- M. Have engaged in or threatened abusive or violent behavior towards any Camden Housing Authority staff or residents;
- N. Have a household member who has ever been evicted from public housing;
- O. Have a family household member who has been terminated under the certificate or voucher program;
- P. **Denied for Life:** If any family member has been convicted of manufacturing or producing methamphetamine (speed) in a public housing development or in a Section 8 assisted property;
- Q. **Denied for Life:** Has a lifetime registration under a State sex offender registration program.

Applicants shall not be denied admission under paragraphs N or O after three years if the applicant demonstrates that (1) the grounds that existed for eviction or termination no longer exist, (2) circumstances have changed or sufficient time has elapsed so that there is no reason to assume that the conduct giving rise to the eviction or termination is likely to reoccur, and (3) the family member in question now otherwise meets the criteria for suitability.

8.5 *INFORMAL REVIEW*

- A. If the Camden Housing Authority determines that an applicant does not meet the criteria for receiving public housing assistance, the Camden Housing Authority will promptly provide the applicant with written notice of the determination. The notice must contain a brief statement of the reason(s) for the decision and state that the applicant may request an informal review of the decision within 10 business days of the denial. The Camden Housing Authority will describe how to obtain the informal review.

The informal review may be conducted by any person designated by the Camden Housing Authority, other than a person who made or approved the decision under review or subordinate of this person. The applicant must be given the opportunity to present written or oral objections to the Camden Housing Authority's decision. The Camden Housing Authority must notify the applicant of the final decision within 14 calendar days after the informal review, including a brief statement of the reasons for the final decision.

- B. The participant family may request that the Camden Housing Authority provide for an Informal Hearing after the family has notification of an INS decision on their citizenship status on appeal, or in lieu of request of appeal to the INS. This request must be made by the participant family within 30 days of receipt of the Notice of Denial or Termination of Assistance, or within 30 days of receipt of the INS appeal decision.

For the participant families, the Informal Hearing Process above will be utilized with the exception that the participant family will have up to 30 days of receipt of the Notice of Denial or Termination of Assistance, or of the INS appeal decision.

9.0 MANAGING THE WAITING LIST

9.1 *OPENING AND CLOSING THE WAITING LIST*

Opening of the waiting list will be announced with a public notice stating that applications for public housing will again be accepted. The public notice will state where, when, and how to apply. The notice will be published in a local newspaper of general circulation and also by any available minority media. The public notice will state any limitations to who may apply.

The notice will state that applicants already on waiting lists for other housing programs must apply separately for this program and such applicants will not lose their place on other waiting lists when they apply for public housing. The notice will include the Fair Housing logo and slogan and will be in compliance with Fair Housing requirements.

Closing of the waiting list will also be announced with a public notice. The public notice will state the date the waiting list will be closed and for what bedroom sizes. The public notice will be published in a local newspaper of general circulation and also by any available minority media.

9.2 ORGANIZATION OF THE WAITING LIST

The waiting list will be maintained in accordance with the following guidelines:

- A. The application will be a permanent file;
- B. All applications will be maintained in order of bedroom size, preference, and then in order of date and time of application; and
- C. Any contacts between the Camden Housing Authority and the applicant will be documented in the applicant file.

9.3 FAMILIES NEARING THE TOP OF THE WAITING LIST

When a family appears to be within three (3) months of being offered a unit, the family will be invited to an interview and the verification process will begin. It is at this point in time that the family's waiting list preference will be verified. If the family no longer qualifies to be near the top of the list, the family's name will be returned to the appropriate spot on the waiting list. The Camden Housing Authority must notify the family in writing of this determination and give the family the opportunity for an informal review.

Once the preference has been verified, the family will complete a full application, present Social Security number information, citizenship/eligible immigrant information, and sign the Consent for Release of Information forms.

9.4 PURGING THE WAITING LIST

The Camden Housing Authority will update and purge its waiting list at least annually to ensure that the pool of applicants reasonably represents the interested families for whom the Camden Housing Authority has current information, i.e. applicant's address, family composition, income category, and preferences.

9.5 REMOVAL OF APPLICANTS FROM THE WAITING LIST

The Camden Housing Authority will not remove an applicant's name from the waiting list unless:

- A. The applicant requests in writing that the name be removed;

- B. The applicant fails to respond to a written request for information or a request to declare their continued interest in the program; or
- C. The applicant does not meet either the eligibility or suitability criteria for the program.

9.6 MISSED APPOINTMENTS

All applicants who fail to keep a scheduled appointment with the Camden Housing Authority will be sent a notice of termination of the process for eligibility.

The Camden Housing Authority will allow the family to reschedule for good cause. Generally, no more than one opportunity will be given to reschedule without good cause, and no more than two opportunities will be given for good cause. When good cause exists for missing an appointment, the Camden Housing Authority will work closely with the family to find a more suitable time. Applicants will be offered the right to an informal review before being removed from the waiting list.

9.7 NOTIFICATION OF NEGATIVE ACTIONS

Any applicant whose name is being removed from the waiting list will be notified by the Camden Housing Authority, in writing, that they have ten (10) calendar days from the date of the written correspondence to present mitigating circumstances or request an informal review. The letter will also indicate that their name will be removed from the waiting list if they fail to respond within the timeframe specified. The Camden Housing Authority system of removing applicant names from the waiting list will not violate the rights of persons with disabilities. If an applicant claims that their failure to respond to a request for information or updates was caused by a disability, the Camden Housing Authority will verify that there is in fact a disability and the disability caused the failure to respond, and provide a reasonable accommodation. An example of a reasonable accommodation would be to reinstate the applicant on the waiting list based on the date and time of the original application.

10.0 TENANT SELECTION AND ASSIGNMENT PLAN

10.1 PREFERENCES

The Camden Housing Authority will select families based on the following preferences within each bedroom size category:

- A. People that live or work in Camden at the time they submit their application.

- B. Families who are involuntarily displaced.
- C. Families currently living in substandard housing.
- D. Families who are currently paying more than 50% of their income for rent, including utilities.
- E. Families where the head of household is working more than 20 hours a week or who are elderly or disabled.
- F. Families where the head of household is enrolled in job training program.
- G. Victims of Domestic Violence.
- H. All other applicants.

Based on the above preferences, an applicant shall receive one point for each preference they possess. Applicants shall be admitted with the most preference points.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Buildings Designed for the Elderly and Disabled: Preference will be given to elderly and disabled families. If there are no elderly or disabled families on the list, preference will then be given to near-elderly families. If there are no near-elderly families on the waiting list, units will be offered to families who qualify for the appropriate bedroom size using these priorities. All such families will be selected from the waiting list using the preferences as outlined above.

Accessible Units: Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

10.2 ASSIGNMENT OF BEDROOM SIZES

The following guidelines will determine each family's unit size without overcrowding or over-housing:

Number of Bedrooms	Number of Persons	
	Minimum	Maximum
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

These standards are based on the assumption that each bedroom will accommodate no more than two (2) persons. Zero bedroom units will only be assigned to one-person families. Two adults will share a bedroom unless related by blood.

In determining bedroom size, the Camden Housing Authority will include the presence of children to be born to a pregnant woman, children who are in the process of being adopted, children whose custody is being obtained, children who are temporarily away at school, or children who are temporarily in foster-care.

In addition, the following considerations will be taken in determining bedroom size:

- A. Children of the same sex will share a bedroom.
- B. Children of the opposite sex, both under the age of three will share a bedroom.
- C. Adults and children over the age of six will not be required to share a bedroom.
- D. Foster – adults and/or foster - children will not be required to share a bedroom with family members.
- E. Live-in aides will get a separate bedroom.

Exceptions to normal bedroom size standards include the following:

- A. Units smaller than assigned through the above guidelines – A family may request a smaller unit size than the guidelines allow. The Camden Housing Authority will allow the smaller size unit so long as generally no more than two (2) people per bedroom are assigned. In such situations, the family will sign a certification stating they understand they will be ineligible for a larger size unit for 2 years or until the family size changes, whichever may occur first.
- B. Units larger than assigned through the above guidelines – A family may request a larger unit size than the guidelines allow. The Camden Housing Authority will allow the larger size unit if the family provides a verified medical need that the family be housed in a larger unit.
- C. If there are no families on the waiting list for a larger size, smaller families may be housed if they sign a release form stating they will transfer (at the family’s own expense) to the appropriate size unit when an eligible family needing the larger unit applies. The family transferring will be given a 30-day notice before being required to move.
- D. Larger units may be offered in order to improve the marketing of a development suffering a high vacancy rate.

10.3 SELECTION FROM THE WAITING LIST

The Camden Housing Authority shall follow the statutory requirement that at least 40% of newly admitted families in any fiscal year be families whose annual income is at or below 30% of the area median income. To insure this requirement is met we shall quarterly monitor the incomes of newly admitted families and the incomes of the families on the waiting list. If it appears that the requirement to house extremely low-income families will not be met, we will skip higher income families on the waiting list to reach extremely low-income families.

If there are not enough extremely low-income families on the waiting list we will conduct outreach on a non-discriminatory basis to attract extremely low-income families to reach the statutory requirement.

10.4 DECONCENTRATION POLICY

It is Camden Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Camden Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to implement.

10.5 DECONCENTRATION INCENTIVES

The Camden Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet the deconcentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner.

10.6 OFFER OF A UNIT

When the Camden Housing Authority discovers that a unit will become available, we will contact the first family on the waiting list who has the highest priority for this type of unit or development and whose income category would help to meet the deconcentration goal and/or the income targeting goal.

The Camden Housing Authority will contact the family first by telephone to make the unit offer. If the family cannot be reached by telephone, the family will be notified of a unit offer via first class mail. The family will be given five (5) business days from the date the letter was mailed to contact the Camden Housing Authority regarding the offer.

The family will be offered the opportunity to view the unit. After the opportunity to view the unit, the family will have two (2) business days to accept or reject the unit. This verbal offer and the family's decision must be documented in the tenant file. If the family rejects the offer of the unit, the Camden Housing Authority will send the family a letter documenting the offer and the rejection.

10.7 REJECTION OF UNIT

If in making the offer to the family the Camden Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other

deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

If the Camden Housing Authority did not skip over other families on the waiting list to reach this family, did not offer any other deconcentration incentive, and the family twice rejects the unit without good cause, the family will forfeit their application's date and time. The family will keep their preferences, but the date and time of application will be changed to the date and time the second unit was rejected.

If the family rejects with good cause any unit offered, the offer will not count towards the limitation in the above paragraph. Good cause includes reasons related to health, proximity to work, school, and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

10.8 ACCEPTANCE OF UNIT

The family will be required to sign a lease that will become effective no later than three (3) business days after the date of acceptance or the business day after the day the unit becomes available, whichever is later.

Prior to signing the lease all families (head of household) and other adult family members will be required to attend the Lease and Occupancy Orientation when they are initially accepted for occupancy. The family will not be housed if they have not attended the orientation. Applicants who provide prior notice of an inability to attend the orientation will be rescheduled. Failure of an applicant to attend the orientation, without good cause, may result in the cancellation of the occupancy process.

The applicant will be provided a copy of the lease, the grievance procedure, utility allowances, utility charges, the current schedule of routine maintenance charges, and a request for reasonable accommodation form. These documents will be explained in detail. The applicant will sign a certification that they have received these documents and that they have reviewed them with Housing Authority personnel. The certification will be filed in the tenant's file.

The signing of the lease and the review of financial information are to be privately handled. The head of household and all adult family members will be required to execute the lease prior to admission. One executed copy of the lease will be furnished to the head of household and the Camden Housing Authority will retain the original executed lease in the tenant's file. A copy of the grievance procedure will be attached to the resident's copy of the lease.

The family will pay a security deposit at the time of lease signing. The security deposit will be equal to one month's rent or \$100, whichever is greater.

In the case of a move within public housing, the security deposit for the first unit will be transferred to the second unit. In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

11.0 INCOME, EXCLUSIONS FROM INCOME, AND DEDUCTIONS FROM INCOME

- 1.
2. To determine annual income, the Camden Housing Authority counts the income of all family members, excluding the types and sources of income that are specifically excluded. Once the annual income is determined, the Camden Housing Authority subtracts all allowable deductions (allowances) to determine the Total Tenant Payment.

11.1 INCOME

1. Annual income means all amounts, monetary or not, that:
 - A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
 7. B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
 - C. Are not specifically excluded from annual income.
1. Annual income includes, but is not limited to:
 7. A. The full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation for personal services.
 - 8.
 9. B. The net income from the operation of a business or profession. Expenditures for business expansion or amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from the operation of a business or profession is included in income, except to the extent the withdrawal is a reimbursement of cash or assets invested in the operation by the family.

- 10.
 11. C. Interest, dividends, and other net income of any kind from real or personal property. Expenditures for amortization of capital indebtedness are not used as deductions in determining net income. An allowance for depreciation of assets used in a business or profession may be deducted, based on straight-line depreciation, as provided in Internal Revenue Service regulations. Any withdrawal of cash or assets from an investment is included in income, except to the extent the withdrawal is reimbursement of cash or assets invested by the family. Where the family has net family assets in excess of \$5,000, annual income includes the greater of the actual income derived from all net family assets or a percentage of the value of such assets based on the current passbook savings rate, as determined by HUD.
 - 12.
 13. D. The full amount of periodic amounts received from Social Security, annuities, insurance policies, retirement funds, pensions, disability or death benefits, and other similar types of periodic receipts, including a lump-sum amount or prospective monthly amounts for the delayed start of a periodic amount. (However, deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts are excluded.)
 - 14.
 15. E. Payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation, and severance pay. (However, lump sum additions such as insurance payments from worker's compensation are excluded.)
 - 16.
 17. F. Welfare assistance.
 1. If the welfare assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the welfare assistance agency in accordance with the actual cost of shelter and utilities, the amount of welfare assistance income to be included as income consists of:
 - a. The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities; plus
 - b. The maximum amount that the welfare assistance agency could in fact allow the family for shelter and utilities. If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this requirement is the amount resulting from one application of the percentage.
 2. If the amount of welfare is reduced due to an act of fraud by a family member or because of any family member's failure to comply with requirements to
-

participate in an economic self-sufficiency program or work activity, the amount of rent required to be paid by the family will not be decreased. In such cases, the amount of income attributable to the family will include what the family would have received had they complied with the welfare requirements and/or had not committed an act of fraud.

3. If the amount of welfare assistance is reduced as a result of a lifetime time limit, the reduced amount is the amount that shall be counted as income.
7. G. Periodic and determinable allowances, such as alimony, child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.
- 8.
9. H. All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)
- 10.

11.2 ANNUAL INCOME

- 1.
2. Annual income does not include the following:
 - A. Income from employment of children (including foster children) under the age of 18 years;
 - B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the tenant family, who are unable to live alone);
 - C. Lump-sum additions to family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses;
 - D. Amounts received by the family that are specifically for, or in reimbursement of, the cost of medical expenses for any family member;
 - E. Income of a live-in aide;
 - F. The full amount of student financial assistance paid directly to the student or to the educational institution;
 - G. The special pay to a family member serving in the Armed Forces who is exposed to hostile fire;

- H. The amounts received from the following programs:
1. Amounts received under training programs funded by HUD;
 2. Amounts received by a person with a disability that are disregarded for a limited time for purposes of Supplemental Security Income eligibility and benefits because they are set aside for use under a Plan to Attain Self-Sufficiency (PASS);
 3. Amounts received by a participant in other publicly assisted programs that are specifically for or in reimbursement of out-of-pocket expenses incurred (special equipment, clothing, transportation, child care, etc.) and that are made solely to allow participation in a specific program;
 4. Amounts received under a resident service stipend. A resident service stipend is a modest amount (not to exceed \$200 per month) received by a resident for performing a service for the Housing Authority or owner, on a part-time basis, that enhances the quality of life in the development. Such services may include, but are not limited to, fire patrol, hall monitoring, lawn maintenance, and resident initiatives coordination. No resident may receive more than one such stipend during the same period of time;
 5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
 6. Temporary, nonrecurring or sporadic income (including gifts);
 7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
 8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
 9. Adoption assistance payments in excess of \$480 per adopted child;

10. For family members who enrolled in certain training programs prior to 10/1/99, the earnings and benefits resulting from the participation if the program provides employment training and supportive services in accordance with the Family Support Act of 1988, Section 22 of the 1937 Act (42 U.S.C. 1437t), or any comparable Federal, State, or local law during the exclusion period. For purposes of this exclusion the following definitions apply:
 - a. Comparable Federal, State or local law means a program providing employment training and supportive services that:
 - i. Is authorized by a Federal, State or local law;
 - ii. Is funded by the Federal, State or local government;
 - iii. Is operated or administered by a public agency; and
 - iv. Has as its objective to assist participants in acquiring employment skills.
 - b. Exclusion period means the period during which the family member participates in a program described in this section, plus 18 months from the date the family member begins the first job acquired by the family member after completion of such program that is not funded by public housing assistance under the 1937 Act. If the family member is terminated from employment with good cause, the exclusion period shall end.
 - c. Earnings and benefits means the incremental earnings and benefits resulting from a qualifying employment training program or subsequent job.
7. 11. The incremental earnings due to employment during the 12-month period following date of hire shall be excluded. 50% of the increase shall be excluded in year two. This exclusion (paragraph 11) will not apply for any family who concurrently is eligible for exclusion #10. Additionally, this exclusion is only available to the following families:
 8. 9. a. Families whose income increases as a result of employment of a family member who was previously unemployed for one or more years.
 10. 11. b. Families whose income increases during the participation of a family member in any family self-sufficiency program.
 12. 13. c. Families who are or were, within 6 months, assisted under a

State TANF program.

12. Deferred periodic amounts from supplemental security income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
 13. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
 7. 14. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
 7. 15. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits. These exclusions include:
 - a. The value of the allotment of food stamps
 - b. Payments to volunteers under the Domestic Volunteer Services Act of 1973
 - c. Payments received under the Alaska Native Claims Settlement Act
 - d. Income from submarginal land of the U.S. that is held in trust for certain Indian tribes
 - e. Payments made under HHS's Low-Income Energy Assistance Program
 - f. Payments received under the Job Training Partnership Act
 - g. Income from the disposition of funds of the Grand River Band of Ottawa Indians
 - h. The first \$2000 per capita received from judgment funds awarded for certain Indian claims
 - i. Amount of scholarships awarded under Title IV including Work Study
 - j. Payments received under the Older Americans Act of 1965
-

- k. Payments from Agent Orange Settlement
- l. Payments received under the Maine Indian Claims Act
- m. The value of child care under the Child Care and Development Block Grant Act of 1990
- n. Earned income tax credit refund payments
- o. Payments for living expenses under the Americorps Program
- l. p. Additional income exclusions provided by and funded by the Camden Housing Authority

The Camden Housing Authority will not provide exclusions from income in addition to those already provided for by HUD.

11.3 DEDUCTIONS FROM ANNUAL INCOME

The following deductions will be made from annual income:

- 7. A. \$480 for each dependent;
- 8.
- 9. B. \$400 for any elderly family or disabled family;
- 10.
- 11. C. For any family that is not an elderly or disabled family but has a member (other than the head or spouse) who is a person with a disability, disability assistance expenses in excess of 3% of annual income. This allowance may not exceed the employment income received by family members who are 18 years of age or older as a result of the assistance to the person with disabilities.
- 12.
- 13. D. For any elderly or disabled family:
- 14.
- 15. That has no disability assistance expenses, an allowance for medical expenses equal to the amount by which the medical expenses exceed 3% of annual income;
- 16.
- 17. That has disability expenses greater than or equal to 3% of annual income, an allowance for disability assistance expenses computed in accordance with paragraph C, plus an allowance for medical expenses that equal the family's

- medical expenses;
- 18.
 19. That has disability assistance expenses that are less than 3% of annual income, an allowance for combined disability assistance expenses and medical expenses that is equal to the total of these expenses less 3% of annual income.
 - 20.
 21. E. Child care expenses.

12.0 VERIFICATION

The Camden Housing Authority will verify information related to waiting list preferences, eligibility, admission, and level of benefits prior to admission. Periodically during occupancy, items related to eligibility and rent determination shall also be reviewed and verified. Income, assets, and expenses will be verified, as well as disability status, need for a live-in aide and other reasonable accommodations; full time student status of family members 18 years of age and older; Social Security numbers; and citizenship/eligible noncitizen status. Age and relationship will only be verified in those instances where needed to make a determination of level of assistance.

12.1 ACCEPTABLE METHODS OF VERIFICATION

Age, relationship, U.S. citizenship, and Social Security numbers will generally be verified with documentation provided by the family. For citizenship, the family's certification will be accepted. (Or for citizenship documentation such as listed below will be required.) Verification of these items will include photocopies of the Social Security cards and other documents presented by the family, the INS SAVE approval code, and forms signed by the family.

Other information will be verified by third party verification. This type of verification includes written documentation with forms sent directly to and received directly by a source, not passed through the hands of the family. This verification may also be direct contact with the source, in person or by telephone. It may also be a report generated by a request from the Camden Housing Authority or automatically by another government agency, i.e. the Social Security Administration. Verification forms and reports received will be contained in the applicant/tenant file. Oral third party documentation will include the same information as if the documentation had been written, i.e. name date of contact, amount received, etc.

When third party verification cannot be obtained, the Camden Housing Authority will accept documentation received from the applicant/tenant. Hand-carried documentation will be accepted if the Camden Housing Authority has been unable to obtain third party verification in a

4-week period of time. Photocopies of the documents provided by the family will be maintained in the file.

When neither third party verification nor hand-carried verification can be obtained, the Camden Housing Authority will accept a notarized statement signed by the head, spouse or co-head. Such documents will be maintained in the file.

12.2 TYPES OF VERIFICATION

The chart below outlines the factors that may be verified and gives common examples of the verification that will be sought. To obtain written third party verification, the Camden Housing Authority will send a request form to the source along with a release form signed by the applicant/tenant via first class mail.

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
General Eligibility Items		
Social Security Number	Letter from Social Security, electronic reports	Social Security card
Citizenship	N/A	Signed certification, voter's registration card, birth certificate, etc.
Eligible immigration status	INS SAVE confirmation #	INS card
Disability	Letter from medical professional, SSI, etc	Proof of SSI or Social Security disability payments
Full time student status (if >18)	Letter from school	For high school students, any document evidencing enrollment
Need for a live-in aide	Letter from doctor or other professional knowledgeable of condition	N/A
Child care costs	Letter from care provider	Bills and receipts
Disability assistance expenses	Letters from suppliers, care givers, etc.	Bills and records of payment

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
Medical expenses	Letters from providers, prescription record from pharmacy, medical professional's letter stating assistance or a companion animal is needed	Bills, receipts, records of payment, dates of trips, mileage log, receipts for fares and tolls
Value of and Income from Assets		
Savings, checking accounts	Letter from institution	Passbook, most current statements
CDS, bonds, etc	Letter from institution	Tax return, information brochure from institution, the CD, the bond
Stocks	Letter from broker or holding company	Stock or most current statement, price in newspaper or through Internet
Real property	Letter from tax office, assessment, etc.	Property tax statement (for current value), assessment, records or income and expenses, tax return
Personal property	Assessment, bluebook, etc	Receipt for purchase, other evidence of worth
Cash value of life insurance policies	Letter from insurance company	Current statement
Assets disposed of for less than fair market value	N/A	Original receipt and receipt at disposition, other evidence of worth
Income		
Earned income	Letter from employer	Multiple pay stubs
Self-employed	N/A	Tax return from prior year, books of accounts

Verification Requirements for Individual Items		
Item to Be Verified	3 rd party verification	Hand-carried verification
Regular gifts and contributions	Letter from source, letter from organization receiving gift (i.e., if grandmother pays day care provider, the day care provider could so state)	Bank deposits, other similar evidence
Alimony/child support	Court order, letter from source, letter from Human Services	Record of deposits, divorce decree
Periodic payments (i.e., social security, welfare, pensions, workers compensation, unemployment)	Letter or electronic reports from the source	Award letter, letter announcing change in amount of future payments
Training program participation	Letter from program provider indicating <ul style="list-style-type: none"> - whether enrolled or completed - whether training is HUD-funded - whether Federal, State, local govt., or local program - whether it is employment training - whether it has clearly defined goals and objectives - whether program has supportive services - whether payments are for out-of-pocket expenses incurred in order to participate in a program - date of first job after program completion 	N/A Evidence of job start

12.3 VERIFICATION OF CITIZENSHIP OR ELIGIBLE NONCITIZEN STATUS

7. The citizenship/eligible noncitizen status of each family member regardless of age must be determined.
7. Prior to being admitted, or at the first reexamination, all citizens and nationals will be required to sign a declaration under penalty of perjury. They will be required to show proof of their status

by such means as a birth certificate, military ID, or military DD 214 Form.

7. Prior to being admitted or at the first reexamination, all eligible noncitizens who are 62 years of age or older will be required to sign a declaration under penalty of perjury. They will also be required to show proof of age.
7. Prior to being admitted or at the first reexamination, all eligible noncitizens must sign a declaration of their status and a verification consent form and provide their original INS documentation. The Camden Housing Authority will make a copy of the individual's INS documentation and place the copy in the file. The Camden Housing Authority will also verify their status through the INS SAVE system. If the INS SAVE system cannot confirm eligibility, the Camden Housing Authority will mail information to the INS in order that a manual check can be made of INS records.
7. Family members who do not claim to be citizens, nationals, or eligible noncitizens must be listed on a statement of noneligible members and the list must be signed by the head of the household.
7. Noncitizen students on student visas, though in the country legally, are not eligible to be admitted to public housing.
7. Any family member who does not choose to declare their status must be listed on the statement of noneligible members.
- 8.
9. If no family member is determined to be eligible under this section, the family's eligibility will be denied.
7. The family's assistance will not be denied, delayed, reduced, or terminated because of a delay in the process of determining eligible status under this section, except to the extent that the delay is caused by the family.
7. If the Camden Housing Authority determines that a family member has knowingly permitted an ineligible noncitizen (other than any ineligible noncitizens listed on the lease) to permanently reside in their public housing unit, the family will be evicted. Such family will not be eligible to be readmitted to public housing for a period of 24 months from the date of eviction or termination.

12.4 VERIFICATION OF SOCIAL SECURITY NUMBERS

7. Prior to admission, each family member who has a Social Security number and who is at least 6 years of age must provide verification of their Social Security number. New family members at least 6 years of age must provide this verification prior to being added to the lease. Children in assisted households must provide this verification at the first regular reexamination after turning

six.

7. The best verification of the Social Security number is the original Social Security card. If the card is not available, the Camden Housing Authority will accept letters from the Social Security Agency that establishes and states the number. Documentation from other governmental agencies will also be accepted that establishes and states the number. Driver's licenses, military IDs, passports, or other official documents that establish and state the number are also acceptable.
7. If an individual states that they do not have a Social Security number, they will be required to sign a statement to this effect. The Camden Housing Authority will not require any individual who does not have a Social Security number to obtain a Social Security number.
7. If a member of an applicant family indicates they have a Social Security number, but cannot readily verify it, the family cannot be housed until verification is provided.
- 8.
9. If a member of a tenant family indicates they have a Social Security number, but cannot readily verify it, they shall be asked to certify to this fact and shall have up to sixty (60) days to provide the verification. If the individual is at least 62 years of age, they will be given one hundred and twenty (120) days to provide the verification. If the individual fails to provide the verification within the time allowed, the family will be evicted.

12.5 TIMING OF VERIFICATION

Verification information must be dated within ninety (90) days of certification or reexamination. If the verification is older than this, the source will be contacted and asked to provide information regarding any changes.

When an interim reexamination is conducted, the Housing Authority will verify and update all information reported to have changed.

12.6 FREQUENCY OF OBTAINING VERIFICATION

For each family member, citizenship/eligible noncitizen status will be verified only once. This verification will be obtained prior to admission. If the status of any family member was not determined prior to admission, verification of their status will be obtained at the next regular reexamination. Prior to a new member joining the family, their citizenship/eligible noncitizen status will be verified.

For each family member age 6 and above, verification of Social Security number will be obtained only once. This verification will be accomplished prior to admission. When a family

member who did not have a Social Security number at admission receives a Social Security number, that number will be verified at the next regular reexamination. Likewise, when a child turns six, their verification will be obtained at the next regular reexamination.

13.0 DETERMINATION OF TOTAL TENANT PAYMENT AND TENANT RENT

13.1 FAMILY CHOICE

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method or having their rent set at the flat rent amount.

7. A. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they would otherwise undergo.
7. B. Families who opt for the flat rent may request to have a reexamination and return to the formula based method at any time for any of the following reasons:
 7. 1. The family's income has decreased.
 7. 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 7. 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.

13.2 THE FORMULA METHOD

- 7.
8. The total tenant payment is equal to the highest of:
 9.
 - A. 10% of monthly income;
 - B. 30% of adjusted monthly income; or
 - C. The welfare rent.
 - 7.
 8. The family will pay the greater of the total tenant payment or the minimum rent of \$0 but never more than the ceiling rent.

9.

10. In the case of a family who has qualified for the income exclusion at Section 11.2(H)(11), upon the expiration of the 12-month period described in that section, an additional rent benefit accrues to the family. If the family member's employment continues, then for the 12-month period following the 12-month period of disallowance, the resulting rent increase will be capped at 50 percent of the rent increase the family would have otherwise received.

13.3 MINIMUM RENT

The Camden Housing Authority has set the minimum rent at \$0. However if the family requests a hardship exemption, the Camden Housing Authority will immediately suspend the minimum rent for the family until the Housing Authority can determine whether the hardship exists and whether the hardship is of a temporary or long-term nature.

- A. A hardship exists in the following circumstances:
1. When the family has lost eligibility for or is waiting an eligibility determination for a Federal, State, or local assistance program;
 2. When the family would be evicted as a result of the imposition of the minimum rent requirement;
 3. When the income of the family has decreased because of changed circumstances, including loss of employment;
 4. When the family has an increase in expenses because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
 5. When a death has occurred in the family.
- B. No hardship. If the Housing Authority determines there is no qualifying hardship, the minimum rent will be reinstated, including requiring back payment of minimum rent for the time of suspension.
- C. Temporary hardship. If the Housing Authority reasonably determines that there is a qualifying hardship but that it is of a temporary nature, the minimum rent will be not be imposed for a period of 90 days from the date of the family's request. At the end of the 90-day period, the minimum rent will be imposed retroactively to the time of suspension. The Housing Authority will offer a repayment agreement in accordance with the Section 19 of this policy for any rent not paid during the period of suspension.

During the suspension period the Housing Authority will not evict the family for nonpayment of the amount of tenant rent owed for the suspension period.

- D. Long-term hardship. If the Housing Authority determines there is a long-term hardship, the family will be exempt from the minimum rent requirement until the hardship no longer exists.
- E. Appeals. The family may use the grievance procedure to appeal the Housing Authority's determination regarding the hardship. No escrow deposit will be required in order to access the grievance procedure.

13.4 THE FLAT RENT

The Camden Housing Authority has set a flat rent for each public housing unit. In doing so, it considered the size and type of the unit, as well as its condition, amenities, services, and neighborhood. The Camden Housing Authority determined the market value of the unit and set the rent at the market value. The amount of the flat rent will be reevaluated annually and adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family (for more information on flat rents, see Section 15.3).

The Camden Housing Authority will post the flat rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

13.5 CEILING RENT

The Camden Housing Authority has set a ceiling rent for each public housing unit. The amount of the ceiling rent will be reevaluated annually and the adjustments applied. Affected families will be given a 30-day notice of any rent change. Adjustments are applied on the anniversary date for each affected family.

The Camden Housing Authority will post the ceiling rents at each of the developments and at the central office and are incorporated in this policy upon approval by the Board of Commissioners.

13.6 RENT FOR FAMILIES UNDER THE NONCITIZEN RULE

- 7. A mixed family will receive full continuation of assistance if all of the following conditions are met:
 - A. The family was receiving assistance on June 19, 1995;

7. B. The family was granted continuation of assistance before November 29, 1996;
- C. The family's head or spouse has eligible immigration status; and
- D. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

If a mixed family qualifies for prorated assistance but decides not to accept it, or if the family has no eligible members, the family may be eligible for temporary deferral of termination of assistance to permit the family additional time for the orderly transition of some or all of its members to locate other affordable housing. Under this provision, the family receives full assistance. If assistance is granted under this provision prior to November 29, 1996, it may last no longer than three (3) years. If granted after that date, the maximum period of time for assistance under the provision is eighteen (18) months. The Camden Housing Authority will grant each family a period of six (6) months to find suitable affordable housing. If the family cannot find suitable affordable housing, the Camden Housing Authority will provide additional search periods up to the maximum time allowable.

Suitable housing means housing that is not substandard and is of appropriate size for the family. Affordable housing means that it can be rented for an amount not exceeding the amount the family pays for rent, plus utilities, plus 25%.

The family's assistance is prorated in the following manner:

- A. Determine the 95th percentile of gross rents (tenant rent plus utility allowance) for the Camden Housing Authority. The 95th percentile is called the maximum rent.
- B. Subtract the family's total tenant payment from the maximum rent. The resulting number is called the maximum subsidy.
- C. Divide the maximum subsidy by the number of family members and multiply the result times the number of eligible family members. This yields the prorated subsidy.
- D. Subtract the prorated subsidy from the maximum rent to find the prorated total tenant payment. From this amount subtract the full utility allowance to obtain the prorated tenant rent.

13.7 UTILITY ALLOWANCE

7. The Camden Housing Authority shall establish a utility allowance for all check-metered
-

utilities and for all tenant-paid utilities. The allowance will be based on a reasonable consumption of utilities by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful environment. In setting the allowance, the Camden Housing Authority will review the actual consumption of tenant families as well as changes made or anticipated due to modernization (weatherization efforts, installation of energy-efficient appliances, etc). Allowances will be evaluated at least annually as well as any time utility rate changes by 10% or more since the last revision to the allowances.

8.

The utility allowance will be subtracted from the family's formula to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the Camden Housing Authority. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the tenant. Any savings resulting from utility costs below the amount of the allowance belongs to the tenant.

1.

For Camden Housing Authority paid utilities, the Camden Housing Authority will monitor the utility consumption of each household. Any consumption in excess of the allowance established by the Camden Housing Authority will be billed to the tenant monthly.

7.

Utility allowance revisions based on rate changes shall be effective retroactively to the first day of the month following the month in which the last rate change took place. Revisions based on changes in consumption or other reasons shall become effective at each family's next annual reexamination.

1.

Families with high utility costs are encouraged to contact the Camden Housing Authority for an energy analysis. The analysis may identify problems with the dwelling unit that once corrected will reduce energy costs. The analysis can also assist the family in identifying ways they can reduce their costs.

7.

Requests for relief from surcharges for excess consumption of Camden Housing Authority purchased utilities or from payment of utility supplier billings in excess of the utility allowance for tenant-paid utility costs may be granted by the Camden Housing Authority on reasonable grounds. Requests shall be granted to families that include an elderly member or a member with disabilities. Requests by the family shall be submitted under the Reasonable Accommodation Policy. Families shall be advised of their right to individual relief at admission to public housing and at time of utility allowance changes.

13.8 PAYING RENT

Rent and other charges are due and payable on the first day of the month. All rents should be paid at their Development Office or mail it to a Post Office Box. Reasonable accommodations

for this requirement will be made for persons with disabilities. As a safety measure, no cash shall be accepted as a rent payment

If the rent is not paid by the fifth of the month, a Notice to Vacate will be issued to the tenant. In addition, a \$10 late charge or \$1 a day, whichever is less, will be assessed to the tenant. If rent is paid by a personal check and the check is returned for insufficient funds, this shall be considered a non-payment of rent and will incur the late charge plus an additional charge of \$25 for processing costs.

14.0 CONTINUED OCCUPANCY AND COMMUNITY SERVICE

7. .

15.0 RECERTIFICATIONS

At least annually, the Camden Housing Authority will conduct a reexamination of family income and circumstances. The results of the reexamination determine (1) the rent the family will pay, and (2) whether the family is housed in the correct unit size.

15.1 GENERAL

7. The Camden Housing Authority will send a notification letter to the family letting them know that it is time for their annual reexamination, giving them the option of selecting either the flat rent or formula method, and scheduling an appointment if they are currently paying a formula rent. If the family thinks they may want to switch from a flat rent to a formula rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. The letter also includes, for those families paying the formula method, forms for the family to complete in preparation for the interview. The letter includes instructions permitting the family to reschedule the interview if necessary. The letter tells families who may need to make alternate arrangements due to a disability that they may contact staff to request an accommodation of their needs.
- 8.
9. During the appointment, the Camden Housing Authority will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will placed on the transfer list.

15.2 MISSED APPOINTMENTS

If the family fails to respond to the letter and fails to attend the interview, a second letter will be mailed. The second letter will advise of a new time and date for the interview, allowing for the same considerations for rescheduling and accommodation as above. The letter will also advise

that failure by the family to attend the second scheduled interview will result in the Camden Housing Authority taking eviction actions against the family.

15.3 FLAT RENTS

The annual letter to flat rent payers regarding the reexamination process will state the following:

7. A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
7. B. The amount of the flat rent
7. C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.
- 8.
9. D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.
7. E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
 7. 1. The family's income has decreased.
 7. 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
 7. 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
7. F. The dates upon which the Camden Housing Authority expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
7. G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
7. H. A certification for the family to sign accepting or declining the flat rent.
- 8.

9. Each year prior to their anniversary date, Camden Housing Authority will send a reexamination letter to the family offering the choice between a flat or a formula rent. The opportunity to select the flat rent is available only at this time. At the appointment, the Camden Housing Authority may assist the family in identifying the rent method that would be most advantageous for the family. If the family wishes to select the flat rent method without meeting with the Camden Housing Authority representative, they may make the selection on the form and return the form to the Camden Housing Authority. In such case, the Camden Housing Authority will cancel the appointment.

15.4 THE FORMULA METHOD

7. During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.
7. Upon receipt of verification, the Camden Housing Authority will determine the family's annual income and will calculate their rent as follows.
8.
 9. The total tenant payment is equal to the highest of:
 10.
 - A. 10% of monthly income;
 - B. 30% of adjusted monthly income; or
 - C. The welfare rent.
 - 7.
 8. The family will pay the greater of the total tenant payment or the minimum rent of \$0, but never more than the ceiling rent.

15.5 EFFECTIVE DATE OF RENT CHANGES FOR ANNUAL REEXAMINATIONS

7. The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase to the family.
7. If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the anniversary date.
7. If the family caused the delay, then any increase will be effective on the anniversary date. Any

reduction will be effective the first of the month after the rent amount is determined.

15.6 INTERIM REEXAMINATIONS

During an interim reexamination, only the information affected by the changes being reported will be reviewed and verified.

7. Families will not be required to report any increase in income or decreases in allowable expenses between annual reexaminations.
7. Families are required to report the following changes to the Camden Housing Authority between regular reexaminations. If the family's rent is being determined under the formula method, these changes will trigger an interim reexamination. The family shall report these changes within ten (10) days of their occurrence.
 7. A. A member has been added to the family through birth or adoption or court-awarded custody.
 8. B. A household member is leaving or has left the family unit.
 7. C. In order to add a household member other than through birth or adoption (including a live-in aide), the family must request that the new member be added to the lease. Before adding the new member to the lease, the individual must complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. (Their housing will not be delayed due to delays in verifying eligible immigrant status other than delays caused by the family.) The new family member will go through the screening process similar to the process for applicants. The Camden Housing Authority will determine the eligibility of the individual before adding them to the lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review. If they are found to be eligible and do pass the screening criteria, their name will be added to the lease. At the same time, if the family's rent is being determined under the formula method, the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with paragraph below 15.8.
7. Families are not required to, but may at any time, request an interim reexamination based on a decrease in income, an increase in allowable expenses, or other changes in family circumstances. Upon such request, the Camden Housing Authority will take timely action to process the interim reexamination and recalculate the tenant's rent.

15.7 SPECIAL REEXAMINATIONS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income (0 renters) or have a temporary decrease in income, the Camden Housing Authority may schedule special reexaminations every sixty (60) days until the income stabilizes and an annual income can be determined.

15.8 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL REEXAMINATIONS

Unless there is a delay in reexamination processing caused by the family, any rent increase will be effective the first of the second month after the month in which the family receives notice of the new rent amount. If the family causes a delay, then the rent increase will be effective on the date it would have been effective had the process not been delayed (even if this means a retroactive increase).

7. If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim reexamination should have been completed.
7. If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined.
- 8.

16.0 UNIT TRANSFERS

16.1 OBJECTIVES OF THE TRANSFER POLICY

The objectives of the Transfer Policy include the following:

1. A. To address emergency situations.
1. B. To fully utilize available housing resources while avoiding overcrowding by insuring that each family occupies the appropriate size unit.
1. C. To facilitate a relocation when required for modernization or other management purposes.
1. D. To facilitate relocation of families with inadequate housing accommodations.

1. E. To provide an incentive for families to assist in meeting the Camden Housing Authority's deconcentration goal.
1. F. To eliminate vacancy loss and other expense due to unnecessary transfers.

16.2 CATEGORIES OF TRANSFERS

1. Category 1: Emergency transfers. These transfers are necessary when conditions pose an immediate threat to the life, health, or safety of a family or one of its members. Such situations may involve defects of the unit or the building in which it is located, the health condition of a family member, a hate crime, the safety of witnesses to a crime, or a law enforcement matter particular to the neighborhood.
1. Category 2: Immediate administrative transfers. These transfers are necessary in order to permit a family needing accessible features to move to a unit with such a feature or to enable modernization work to proceed.
1. Category 3: Regular administrative transfers. These transfers are made to offer incentives to families willing to help meet certain Camden Housing Authority occupancy goals, to correct occupancy standards where the unit size is inappropriate for the size and composition of the family, to allow for non-emergency but medically advisable transfers, and other transfers approved by the Camden Housing Authority when a transfer is the only or best way of solving a serious problem.
- 2.
3. Category 4: Requested transfers. Transfers that are requested solely for the convenience or desire of the resident.

16.3 DOCUMENTATION

When the transfer is at the request of the family, the family may be required to provide third party verification of the need for the transfer.

16.4 INCENTIVE TRANSFERS

Transfer requests will be encouraged and approved for families who live in a development where their income category (below or above 30% of area median) predominates and wish to move to a development where their income category does not predominate.

16.5 PROCESSING TRANSFERS

7. Transfers on the waiting list will be sorted by the above categories and within each category by
-

date and time.

7. Transfers in category 1 and 2 will be housed ahead of any other families, including those on the applicant waiting list. Transfers in category 1 will be housed ahead of transfers in category 2.
7. Transfers in category 3 and 4 will be housed along with applicants for admission at a ratio of one transfer for every five admissions.
7. Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both in excess of the seven (7) days they are allowed to complete the move. The prorated rent and other charges (key deposit and any additional security deposit owing) must be paid at the time of lease execution.
- 8.
9. The following is the policy for the rejection of an offer to transfer:
10.
 11. A. If the family rejects with good cause any unit offered, they will not lose their place on the transfer waiting list.
 - 12.
 13. B. If the transfer is being made at the request of the Camden Housing Authority and the family rejects two offers without good cause, the Camden Housing Authority will take action to terminate their tenancy. If the reason for the transfer is that the current unit is too small to meet the Camden Housing Authority's optimum occupancy standards, the family may request in writing to stay in the unit without being transferred so long as their occupancy will not exceed two people per living/sleeping room.
 - 14.
 15. C. If the transfer is being made at the family's request and the rejected offer provides deconcentration incentives, the family will maintain their place on the transfer list and will not otherwise be penalized.
 - 16.
 - D. If the transfer is being made at the family's request, the family may, without good cause and without penalty, turn down one offer that does not include deconcentration incentives. After turning down a second such offer without good cause, the family's name will be removed from the transfer list.

16.6 COST OF THE FAMILY'S MOVE

7. The cost of the transfer generally will be borne by the family in the following circumstances:
 - 8.

9. A. When the transfer is made at the request of the family or by others on behalf of the family (i.e. by the police);
7. B. When the transfer is needed to move the family to a larger sized unit;
7. C. When the transfer is needed because action or inaction by the family caused the unit to be unsafe or uninhabitable.
7. The cost of the transfer will be borne by the Camden Housing Authority in the following circumstances:
 - A. When the transfer is needed in order to carry out rehabilitation activities;
 - B. When the transfer is needed to move the family to a smaller sized unit;
 - C. When the transfer is necessitated because a family with disabilities needs the accessible unit into which the transferring family moved (The family without disabilities signed a statement to this effect prior to accepting the accessible unit); or
7. 8. D. When action or inaction by the Camden Housing Authority has caused the unit to be unsafe or inhabitable.
- 9.
10. The responsibility for moving costs in other circumstances will be determined on a case by case basis.

16.7 TENANTS IN GOOD STANDING

When the transfer is at the request of the family, it will not be approved unless the family is in good standing with the Camden Housing Authority. This means the family must be in compliance with their lease, current in all payments to the Housing Authority, and must pass a housekeeping inspection.

16.8 TRANSFER REQUESTS

7. A tenant may request a transfer at any time by completing a transfer request form. In considering the request, the Camden Housing Authority may request a meeting with the tenant to better understand the need for transfer and to explore possible alternatives. The Camden Housing Authority will review the request in a timely manner and if a meeting is desired, it shall contact the tenant within ten (10) business days of receipt of the request to schedule a meeting.
- 8.
9. The Camden Housing Authority will grant or deny the transfer request in writing within ten (10)

business days of receiving the request or holding the meeting, whichever is later.

7. If the transfer is approved, the family's name will be added to the transfer waiting list.
7. If the transfer is denied, the denial letter will advise the family of their right to utilize the grievance procedure.

16.9 RIGHT OF THE CAMDEN HOUSING AUTHORITY IN TRANSFER POLICY

The provisions listed above are to be used as a guide to insure fair and impartial means of assigning units for transfers. It is not intended that this policy will create a property right or any other type of right for a tenant to transfer or refuse to transfer.

17.0 INSPECTIONS

An authorized representative of the Camden Housing Authority and an adult family member will inspect the premises prior to commencement of occupancy. A written statement of the condition of the premises will be made, all equipment will be provided, and the statement will be signed by both parties with a copy retained in the Camden Housing Authority file and a copy given to the family member. An authorized Camden Housing Authority representative will inspect the premises at the time the resident vacates and will furnish a statement of any charges to be made provided the resident turns in the proper notice under State law. The resident's security deposit can be used to offset against any Camden Housing Authority damages to the unit.

17.1 MOVE-IN INSPECTIONS

The Camden Housing Authority and an adult member of the family will inspect the unit prior to signing the lease. Both parties will sign a written statement of the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.

17.2 ANNUAL INSPECTIONS

The Camden Housing Authority will inspect each public housing unit annually to ensure that each unit meets the Camden Housing Authority's housing standards. Work orders will be submitted and completed to correct any deficiencies.

17.3 PREVENTATIVE MAINTENANCE INSPECTIONS

This is generally conducted along with the annual inspection. This inspection is intended to keep items in good repair. It checks weatherization; checks the condition of the smoke detectors,

water heaters, furnaces, automatic thermostats and water temperatures; checks for leaks; and provides an opportunity to change furnace filters and provide other minor servicing that extends the life of the unit and its equipment.

17.4 SPECIAL INSPECTIONS

A special inspection may be scheduled to enable HUD or others to inspect a sample of the housing stock maintained by the Camden Housing Authority.

17.5 HOUSEKEEPING INSPECTIONS

Generally, at the time of annual reexamination, or at other times as necessary, the Camden Housing Authority will conduct a housekeeping inspection to ensure the family is maintaining the unit in a safe and sanitary condition.

17.6 NOTICE OF INSPECTION

For inspections defined as annual inspections, preventative maintenance inspections, special inspections, and housekeeping inspections the Camden Housing Authority will give the tenant at least two (2) days written notice.

17.7 EMERGENCY INSPECTIONS

If any employee and/or agent of the Camden Housing Authority has reason to believe that an emergency exists within the housing unit, the unit can be entered without notice. The person(s) that enters the unit will leave a written notice to the resident that indicates the date and time the unit was entered and the reason why it was necessary to enter the unit.

17.8 PRE-MOVE-OUT INSPECTIONS

When a tenant gives notice that they intend to move, the Camden Housing Authority will offer to schedule a pre-move-out inspection with the family. The inspection allows the Camden Housing Authority to help the family identify any problems which, if left uncorrected, could lead to vacate charges. This inspection is a courtesy to the family and has been found to be helpful both in reducing costs to the family and in enabling the Camden Housing Authority to ready units more quickly for the future occupants.

17.9 MOVE-OUT INSPECTIONS

The Camden Housing Authority conducts the move-out inspection after the tenant vacates to assess the condition of the unit and determine responsibility for any needed repairs. When

possible, the tenant is notified of the inspection and is encouraged to be present. This inspection becomes the basis for any claims that may be assessed against the security deposit.

18.0 PET POLICY

19.0 REPAYMENT AGREEMENTS

When a resident owes the Camden Housing Authority back charges and is unable to pay the balance by the due date, the resident may request that the Camden Housing Authority allow them to enter into a Repayment Agreement. The Camden Housing Authority has the sole discretion of whether to accept such an agreement. All Repayment Agreements must assure that the full payment is made within a period not to exceed twelve (12) months unless special circumstances exist. All Repayment Agreements must be in writing and signed by both parties. Failure to comply with the Repayment Agreement terms may subject the Resident to eviction procedures.

20.0 TERMINATION

20.1 TERMINATION BY TENANT

The tenant may terminate the lease at any time upon submitting a 30-day written notice. If the tenant vacates prior to the end of the thirty (30) days, they will be responsible for rent through the end of the notice period or until the unit is re-rented, whichever occurs first.

20.2 TERMINATION BY THE HOUSING AUTHORITY

The Camden Housing Authority after October 1, 2000 will not renew the lease of any family that is not in compliance with the community service requirement or an approved Agreement to Cure. If they do not voluntarily leave the property, eviction proceedings will begin.

The Camden Housing Authority will terminate the lease for serious or repeated violations of material lease terms. Such violations include but are not limited to the following:

- A. Nonpayment of rent or other charges;
- B. A history of late rental payments;
- C. Failure to provide timely and accurate information regarding family composition, income circumstances, or other information related to eligibility or rent;
- D. Failure to allow inspection of the unit;

- E. Failure to maintain the unit in a safe and sanitary manner;
- F. Assignment or subletting of the premises;
- G. Use of the premises for purposes other than as a dwelling unit (other than for housing authority approved resident businesses);
- H. Destruction of property;
- I. Acts of destruction, defacement, or removal of any part of the premises or failure to cause guests to refrain from such acts;
- J. Any violent criminal activity on the property or drug-related criminal activity on or off the premises. This includes but is not limited to the manufacture of methamphetamine on the premises of the Camden Housing Authority;
- K. Non-compliance with Non-Citizen Rule requirements;
- L. Permitting persons not on the lease to reside in the unit more than fourteen (14) days each year without the prior written approval of the Housing Authority; and
- M. Other good cause.

The Camden Housing Authority will take immediate action to evict any household that includes an individual who is subject to a lifetime registration requirement under a State sex offender registration program.

20.3 ABANDONMENT

The Camden Housing Authority will consider a unit to be abandoned when a resident has both fallen behind in rent **AND** has clearly indicated by words or actions an intention not to continue living in the unit.

When a unit has been abandoned, an Camden Housing Authority representative may enter the unit and remove any abandoned property. It will be stored in a reasonably secure place. A notice will be mailed to the resident stating where the property is being stored and when it will be sold. If the Camden Housing Authority does not have a new address for the resident, the notice will be mailed to the unit address so it can be forwarded by the post office.

If the total value of the property is estimated at less than **(Insert an amount)**, the Camden Housing Authority will mail a notice of the sale or disposition to the resident and then wait **(Insert number of days by State law)**. Family pictures, keepsakes, and personal papers cannot be sold or disposed of until **(Insert number of calendars by State law)** days after the Camden Housing Authority mails the notice of abandonment.

If the estimated value of the property is more than **(Insert an amount)**, the Camden Housing Authority will mail a notice of the sale or disposition to the resident and then wait **(Insert number of days in accordance with State law)** days before sale or disposition. Personal papers, family pictures, and keepsakes can be sold or disposed of at the same time as other property.

Any money raised by the sale of the property goes to cover money owed by the family to the Camden Housing Authority such as back rent and the cost of storing and selling the goods. If there is any money left over and the family's forwarding address is known the Camden Housing Authority will mail it to the family. If the family's address is not known, the Camden Housing Authority will keep it for the resident for one year. If it is not claimed within that time, it belongs to the Camden Housing Authority.

Within **(Insert number of days in accordance with State law)** days of learning of an abandonment, the Camden Housing Authority will either return the deposit or provide a statement of why the deposit is being kept.

20.4 RETURN OF SECURITY DEPOSIT

After a family moves out, the Camden Housing Authority will return the security deposit within 30 days or give the family a written statement of why all or part of the security deposit is being kept. The rental unit must be restored to the same conditions as when the family moved in, except for normal wear and tear. Deposits will not be used to cover normal wear and tear or damage that existed when the family moved in.

If State law requires the payment of interest on security deposits, it shall be complied with.

The Camden Housing Authority will be considered in compliance with the above if the required payment, statement, or both, are deposited in the U.S. mail with first class postage paid within thirty (30) days.

GLOSSARY

50058 Form: The HUD form that housing authorities are required to complete for each assisted household in public housing to record information used in the certification and re-certification process and, at the option of the housing authority, for interim reexaminations.

1937 Housing Act: The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.) (24 CFR 5.100)

Adjusted Annual Income: The amount of household income, after deductions for specified allowances, on which tenant rent is based. (24 CFR 5.611)

Adult: A household member who is 18 years or older or who is the head of the household, or spouse, or co-head.

Allowances: Amounts deducted from the household's annual income in determining adjusted annual income (the income amount used in the rent calculation). Allowances are given for elderly families, dependents, medical expenses for elderly families, disability expenses, and child care expenses for children under 13 years of age. Other allowance can be given at the discretion of the housing authority.

Annual Contributions Contract (ACC): The written contract between HUD and a housing authority under which HUD agrees to provide funding for a program under the 1937 Act, and the housing authority agrees to comply with HUD requirements for the program. (24 CFR 5.403)

Annual Income: All amounts, monetary or not, that:

- A. Go to (or on behalf of) the family head or spouse (even if temporarily absent) or to any other family member; or
- B. Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and
- C. Are not specifically excluded from annual income.

Annual Income also includes amounts derived (during the 12-month period) from assets to which any member of the family has access. (1937 Housing Act; 24 CFR 5.609)

Applicant (applicant family): A person or family that has applied for admission to a program but is not yet a participant in the program. (24 CFR 5.403)

As-Paid States: States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs. Currently, the four as-paid States are New Hampshire, New York, Oregon, and Vermont.

Assets: The value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are not counted as assets. (Also see "net family assets.")

Asset Income: Income received from assets held by family members. If assets total more than \$5,000, income from the assets is "imputed" and the greater of actual asset income and imputed asset income is counted in annual income. (See "imputed asset income" below.)

Ceiling Rent: Maximum rent allowed for some units in public housing projects.

Certification: The examination of a household's income, expenses, and family composition to determine the family's eligibility for program participation and to calculate the family's share of rent.

Child: For purposes of citizenship regulations, a member of the family other than the family head or spouse who is under 18 years of age. (24 CFR 5.504(b))

Child Care Expenses: Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income. (24 CFR 5.603(d))

Citizen: A citizen or national of the United States. (24 CFR 5.504(b))

Consent Form: Any consent form approved by HUD to be signed by assistance applicants and participants for the purpose of obtaining income information from employers and SWICAs, return information from the Social Security Administration, and return information for unearned income from the Internal Revenue Service. The consent forms may authorize the collection of other information from assistance applicants or participant to determine eligibility or level of benefits. (24 CFR 5.214)

Decent, Safe, and Sanitary: Housing is decent, safe, and sanitary if it satisfies the applicable housing quality standards.

Department: The Department of Housing and Urban Development. (24 CFR 5.100)

Dependent: A member of the family (except foster children and foster adults), other than the family head or spouse, who is under 18 years of age or is a person with a disability or is a full-time student. (24 CFR 5.603(d))

Dependent Allowance: An amount, equal to \$480 multiplied by the number of dependents, that is deducted from the household's annual income in determining adjusted annual income.

Disability Assistance Expenses: Reasonable expenses that are anticipated, during the period for which annual income is computed, for attendant care and auxiliary apparatus for a disabled family member and that are necessary to enable a family member (including the disabled member) to be employed, provided that the expenses are neither paid to a member of the family nor reimbursed by an outside source. (24 CFR 5.603(d))

Disability Assistance Expense Allowance: In determining adjusted annual income, the amount of disability assistance expenses deducted from annual income for families with a disabled household member.

Disabled Family: A family whose head, spouse, or sole member is a person with disabilities; two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides. (24 CFR 5.403(b)) (Also see "person with disabilities.")

Disabled Person: See "person with disabilities."

Displaced Family: A family in which each member, or whose sole member, is a person displaced by governmental action (such as urban renewal), or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. (24 CFR 5.403(b))

Displaced Person: A person displaced by governmental action or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws. *[1937 Act]*

Drug-Related Criminal Activity: Drug trafficking or the illegal use, or possession for personal use, of a controlled substance as defined in Section 102 of the Controlled Substances Act (21 U.S.C. 802).

Elderly Family: A family whose head, spouse, or sole member is a person who is at least 62 years of age; two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides. (24 CFR 5.403)

Elderly Family Allowance: For elderly families, an allowance of \$400 is deducted from the household's annual income in determining adjusted annual income.

Elderly Person: A person who is at least 62 years of age. (1937 Housing Act)

Extremely low-income families: Those families whose incomes do not exceed 30% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families.

Fair Housing Act: Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.). (24 CFR 5.100)

Family includes but is not limited to:

- A. A family with or without children;
- B. An elderly family;
- C. A near-elderly family;
- D. A disabled family;
- E. A displaced family;
- F. The remaining member of a tenant family; and
- G. A single person who is not an elderly or displaced person, a person with disabilities, or the remaining member of a tenant family. (24 CFR 5.403)

Family Members: All members of the household other than live-in aides, foster children, and foster adults. All family members permanently reside in the unit, though they may be temporarily absent. All family members are listed on the lease.

Family Self-Sufficiency Program (FSS Program): The program established by a housing authority to promote self-sufficiency among participating families, including the coordination of supportive services. (24 CFR 984.103(b))

Flat Rent: A rent amount the family may choose to pay in lieu of having their rent determined under the formula method. The flat rent is established by the housing authority set at the lesser of the market value for the unit or the cost to operate the unit. Families selecting the flat rent option have their income evaluated once every three years, rather than annually.

Formula Method: A means of calculating a family's rent based on 10% of their monthly income, 30% of their adjusted monthly income, the welfare rent, or the minimum rent. Under the formula method,

rents may be capped by a ceiling rent. Under this method, the family's income is evaluated at least annually.

Full-Time Student: A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school with a diploma or certificate program, as well as an institution offering a college degree. (24 CFR 5.603(d))

Head of Household: The adult member of the family who is the head of the household for purposes of determining income eligibility and rent. (24 CFR 5.504(b))

Household Members: All members of the household including members of the family, live-in aides, foster children, and foster adults. All household members are listed on the lease, and no one other than household members are listed on the lease.

Housing Assistance Plan: A housing plan that is submitted by a unit of general local government and approved by HUD as being acceptable under the standards of 24 CFR 570.

Imputed Income: For households with net family assets of more than \$5,000, the amount calculated by multiplying net family assets by a HUD-specified percentage. If imputed income is more than actual income from assets, the imputed amount is used as income from assets in determining annual income.

In-Kind Payments: Contributions other than cash made to the family or to a family member in exchange for services provided or for the general support of the family (e.g., groceries provided on a weekly basis, baby sitting provided on a regular basis).

Interim (examination): A reexamination of a family income, expenses, and household composition conducted between the regular annual recertifications when a change in a household's circumstances warrants such a reexamination.

Live-In Aide: A person who resides with one or more elderly persons, near-elderly persons, or persons with disabilities and who:

- A. Is determined to be essential to the care and well-being of the persons;
- B. Is not obligated for the support of the persons; and
- C. Would not be living in the unit except to provide the necessary supportive services. (24 CFR 5.403(b))

Low-Income Families: Those families whose incomes do not exceed 80% of the median income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80% of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low family incomes. (1937Act)

Medical Expenses: Medical expenses (of all family members of an elderly or disabled family), including medical insurance premiums, that are anticipated during the period for which annual income is computed and that are not covered by insurance. (24 CFR 5.603(d)). These expenses include, but are not limited to, prescription and non-prescription drugs, costs for doctors, dentists, therapists, medical facilities, care for a service animals, transportation for medical purposes.

Mixed Family: A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status. (24 CFR 5.504(b))

Monthly Adjusted Income: One twelfth of adjusted income. (24 CFR 5.603(d))

Monthly Income: One twelfth of annual income. (24 CFR 5.603(d))

National: A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession. (24 CFR 5.504(b))

Near-Elderly Family: A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; two or more persons, who are at least 50 years of age but below the age of 62, living together; or one or more persons who are at least 50 years of age but below the age of 62 living with one or more live-in aides. (24 CFR 5.403(b))

Net Family Assets:

- A. Net cash value after deducting reasonable costs that would be incurred in disposing of real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded.
- B. In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining annual income.

- C. In determining net family assets, housing authorities or owners, as applicable, shall include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives important consideration not measurable in dollar terms. (24 CFR 5.603(d))

Non-Citizen: A person who is neither a citizen nor national of the United States. (24 CFR 5.504(b))

Occupancy Standards: The standards that a housing authority establishes for determining the appropriate number of bedrooms needed to house families of different sizes or composition.

Person with Disabilities: A person who:

- A. Has a disability as defined in Section 223 of the Social Security Act, which states:

"Inability to engage in any substantial, gainful activity by reason of any medically determinable physical or mental impairment that can be expected to result in death or that has lasted or can be expected to last for a continuous period of not less than 12 months, or

In the case of an individual who attained the age of 55 and is blind and unable by reason of such blindness to engage in substantial, gainful activity requiring skills or ability comparable to those of any gainful activity in which he has previously engaged with some regularity and over a substantial period of time."

- B. Is determined, pursuant to regulations issued by the Secretary, to have a physical, mental, or emotional impairment that:
 - 1. Is expected to be of long-continued and indefinite duration;
 - 2. Substantially impedes his or her ability to live independently; and
 - 3. Is of such a nature that such ability could be improved by more suitable housing conditions, or
- C. Has a developmental disability as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act, which states:

"Severe chronic disability that:

1. Is attributable to a mental or physical impairment or combination of mental and physical impairments;
2. Is manifested before the person attains age 22;
3. Is likely to continue indefinitely;
4. Results in substantial functional limitation in three or more of the following areas of major life activity: (1) self care, (2) receptive and responsive language, (3) learning, (4) mobility, (e) self-direction, (6) capacity for independent living, and (7) economic self-sufficiency; and
5. Reflects the person's need for a combination and sequence of special, interdisciplinary, or generic care, treatment, or other services that are of lifelong or extended duration and are individually planned and coordinated."

This definition does not exclude persons who have the disease of acquired immunodeficiency syndrome or any conditions arising from the etiologic agent for acquired immunodeficiency syndrome. (1937 Act)

No individual shall be considered to be a person with disabilities for purposes of eligibility solely based on any drug or alcohol dependence.

Proration of Assistance: The reduction in a family's housing assistance payment to reflect the proportion of family members in a mixed family who are eligible for assistance. (24 CFR5.520)

Public Housing Agency (PHA): Any State, county, municipality, or other governmental entity or public body (or agency or instrumentality thereof) which is authorized to engage in or assist in the development or operation of low-income housing under the 1937 Housing Act. (24 CFR 5.100)

Recertification: The annual reexamination of a family's income, expenses, and composition to determine the family's rent.

Remaining Member of a Tenant Family: A member of the family listed on the lease who continues to live in the public housing dwelling after all other family members have left. (Handbook 7565.1 REV-2, 3-5b.)

Self-Declaration: A type of verification statement by the tenant as to the amount and source of income, expenses, or family composition. Self-declaration is acceptable verification only when third-party verification or documentation cannot be obtained.

Shelter Allowance: That portion of a welfare benefit (e.g., TANF) that the welfare agency designates to be used for rent and utilities.

Single Person: Someone living alone or intending to live alone who does not qualify as an elderly family, a person with disabilities, a displaced person, or the remaining member of a tenant family. (Public Housing: Handbook 7465.1 REV-2, 3-5)

State Wage Information Collection Agency (SWICA): The State agency receiving quarterly wage reports from employers in the State or an alternative system that has been determined by the Secretary of Labor to be as effective and timely in providing employment-related income and eligibility information. (24 CFR 5.214)

Temporary Assistance to Needy Families (TANF): The program that replaced the Assistance to Families with Dependent Children (AFDC) that provides financial assistance to needy families who meet program eligibility criteria. Benefits are limited to a specified time period.

Tenant: The person or family renting or occupying an assisted dwelling unit. (24 CFR 5.504(b))

Tenant Rent: The amount payable monthly by the family as rent to the housing authority. Where all utilities (except telephone) and other essential housing services are supplied by the housing authority or owner, tenant rent equals total tenant payment. Where some or all utilities (except telephone) and other essential housing services are supplied by the housing authority and the cost thereof is not included in the amount paid as rent, tenant rent equals total tenant payment less the utility allowance. (24 CFR 5.603(d))

Third-Party (verification): Written or oral confirmation of a family's income, expenses, or household composition provided by a source outside the household.

Total Tenant Payment (TTP):

- A. Total tenant payment for families whose initial lease is effective on or after August 1, 1982:
 - 1. Total tenant payment is the amount calculated under Section 3(a)(1) of the 1937 Act which is the higher of :
 - a. 30% of the family's monthly adjusted income;

- b. 10% of the family's monthly income; or
- c. If the family is receiving payments for welfare assistance from a public agency and a part of such payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs, the portion of such payments which is so designated.

If the family's welfare assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under section 3(a)(1) shall be the amount resulting from one application of the percentage.

- 2. Total tenant payment for families residing in public housing does not include charges for excess utility consumption or other miscellaneous charges.
- B. Total tenant payment for families residing in public housing whose initial lease was effective before August 1, 1982: Paragraphs (b) and (c) of 24 CFR 913.107, as it existed immediately before November 18, 1996), will continue to govern the total tenant payment of families, under a public housing program, whose initial lease was effective before August 1, 1982.

Utility Allowance: If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made by a housing authority of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment. (24 CFR 5.603)

Utility Reimbursement: The amount, if any, by which the utility allowance for the unit, if applicable, exceeds the total tenant payment for the family occupying the unit. (24 CFR 5.603)

Very Low-Income Families: Low-income families whose incomes do not exceed 50% of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 50% of the median for the areas on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes. Such ceilings shall be established in consultation with the Secretary of Agriculture for any rural area, as defined in Section 520 of the Housing Act of 1949, taking into account the subsidy characteristics and types of programs to which such ceilings apply. (1937 Act)

Welfare Assistance: Welfare or other payments to families or individuals, based on need, that are made under programs funded by Federal, State or local governments. (24 CFR 5.603(d))

Welfare Rent: In "as-paid" welfare programs, the amount of the welfare benefit designated for shelter and utilities.

ACRONYMS

ACC	Annual Contributions Contract
CFR	Code of Federal Regulations
FSS	Family Self Sufficiency (program)
HCDA	Housing and Community Development Act
HQS	Housing Quality Standards
HUD	Department of Housing and Urban Development
INS	(U.S.) Immigration and Naturalization Service
NAHA	(Cranston-Gonzalez) National Affordable Housing Act
NOFA	Notice of Funding Availability
OMB	(U.S.) Office of Management and Budget
PHA	Public Housing Agency
QHWR	Quality Housing and Work Responsibility Act of 1998
SSA	Social Security Administration
TTP	Total Tenant Payment

The Camden Housing Authority is in the process of completing a deconcentration and income targeting analysis of its public housing communities. As soon as that analysis is completed, the results will be utilized to complete the appropriate sections of the Authority's Annual Plan.

The Camden Housing Authority recently received an allocation of 634 Section 8 vouchers designated for the relocation of current residents at Westfield Acres and McGuire Gardens.

The Authority is currently in the process of developing a Section 8 Administrative Plan that will define eligibility and continued occupancy (which will include establishment of payment stands) for participants in the Section 8 program.

The Camden Housing Authority is in the process of establishing Flat Rents for its public housing communities. This process involves an analysis of the following factors:

Operating costs (by development and by bedroom size)

HUD-established Fair Market Rents

Survey of similar unassisted housing units in the neighborhood

The section on Housing Needs in the jurisdiction (City-wide) has been provided to the City of Camden for completion. Upon receipt, information will be included in the Authority's Annual Plan.

Community Name: _____
Account Name: _____

THIS AGREEMENT is between the Housing Authority of the City of Camden, hereafter called the "Authority", and the Tenant family, here after called the "Tenant" or "Resident". Where applicable, the terms and conditions of the Lease will be listed according to the responsibilities of each party. References to "Authorization" with a reference number identify the applicable provision of Title 24 of the Code of Federal Regulation 966.

I. DESCRIPTION OF PARTIES AND PREMISES

(a) **Tenant Family:** The Tenant family members authorized to occupy the leased unit identified at I(b) is headed by:

_____,
hereafter known as the "head of household". The Tenant family will consist of the following person(s) and no others:

Name of authorized Household member	Relationship to head of household	Social Security No.	Age and Date of Birth

(b) The Authority, *relying upon the representations of Tenant as to income of all authorized household members* (with the exception of earned income of minors,) *family composition, and housing needs*, hereby leases to Tenant Unit No. _____ at _____ Camden, New Jersey at the rental amount stated below and designated as follows, pursuant to the terms and conditions hereafter set forth.

(c) The apartment unit rented to the Tenant *must be used only* as a private residence, solely for Tenant and the household members named on Part I of the Lease. The

Authority may, by prior written approval, consent to Tenant's use of the unit for legal profit-making activities incidental to the residential use subject to the Authority's policy on such activities. [Authorization 966.4(d)(1 + 2)]

- (d) Any addition(s) to the authorized Household members named in Section I(a) of this Lease Agreement requires the written approval of the Authority and a lease amendment at Lease Rider B of this Agreement. Tenant further agrees to *await the Authority's approval prior to allowing additional persons*, other than those resulting from natural births, to occupy the leased premises. *Failure on the part of the Tenant to comply with this provision will allow the Authority to take action to terminate this lease* in accordance with Section XIII herein. Permission to add Live-in Aides and foster children shall not be unreasonably refused. [Authorization 966.4(a)(2) & (d)(3)(I)]
- (e) *Deletions from the authorized household members* named on this Lease, due to any reason whatsoever, *must be reported* by the Tenant *to the Authority*, in writing, within ten (10) calendar days of the absence of any family member who is considered to be permanently absent from the unit. The Authority may require documentation to establish if the absent household member is to be considered temporarily or permanently absent under the Authority's *Admissions and Continued Occupancy Policy (ACOP)*. The *Authority's determination* will establish *if any change in Tenant rent is required* as a result of the change(s) in family composition.
- (f) **By signing this lease, Tenant acknowledges the Authority's strict enforcement of its "One Strike and You're Out Policy". Tenant further acknowledges that** the persons listed herein are the only persons who can live in the leased Premises and that Tenant is responsible for the conduct of all such persons and the *guests* of any household member(s). Tenant and majority-age household members understand, acknowledge and agree that this lease between the Authority and the Tenant may be terminated if the Tenant, any member of the Tenant's household, any guest, or other person under the Tenant's control *violates any substantial provision* of this Lease. Tenant and majority-age household members listed herein further understand, acknowledge, and agree that the Authority has a **Policy of Zero Tolerance** to "Criminal Activity" including, but not limited to a "One Strike and You're Out" posture towards drug-related Criminal Activity on or off the premises. Public Housing sites have been declared "Drug-Free Zones" by the Authority and state law (N.J.S. 2C-35-5). Tenant and majority-age household members listed herein further understand, acknowledge, and agree that the Authority's Policy and express provisions of this Lease entitles the Authority to terminate the tenancy under this lease if the tenant, any member of tenant's household, any guest or other person under Tenant's control engages in (a) any criminal activity that threatens the health, safety, or right of the peaceable enjoyment of public housing premises by other Tenants or employee/agents of the Authority or; (b) any violent or drug-related criminal activity on or off such premises. Drug-related Criminal Activity means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance as defined in Sec. 102 of the Controlled Substance Act (21 U.S.C. 802). Tenant and majority-age household members listed herein understand, acknowledge, and agree that engagement in one and only one such act of Criminal

Activity shall be cause for termination of tenancy, and cause for refusal of subsequent housing applications for a period of three (3) years.

Tenant further understands, acknowledges and agrees that he/she has informed all of the persons under the age of majority listed herein and agrees to so inform any other person who may become a member of his/her household during any tenancy under this Lease, that this Lease between Tenant and the Authority may be terminated in the event, Tenant, any member of the Tenant's household, any guest or other person under Tenant's control continues after written notice to cease violates any substantial provision of this Lease, including but not limited to provisions with respect to "criminal activity".

- (g) By signing this lease Tenant agrees to all terms and conditions of this lease, any executed lease addenda, or any lease addenda subsequently executed by Tenant and Authority.

II. LENGTH OF LEASE AND RENT DUE UNDER THE LEASE

(a) Term of Lease

This lease shall commence on _____. The term shall be one year and shall renew automatically for another year, unless properly terminated pursuant to the terms of this lease and the laws of the State of New Jersey

(b) Rental Payment

At admission and each year in preparation for their annual reexamination, each family is given the choice of having their rent determined under the formula method (income based rent) or having their rent set at the flat rent amount.

Tenant shall pay monthly rent of \$_____. If this Lease begins on a day other than the first day of the month, a prorated rent shall be charged accordingly, with that amount being \$_____.

_____ This rent is based on the Authority-determined flat rent for this unit.

_____ This rent is based on the income and other information reported by the Tenant.

(Check one)

(These rents are further described in Section VI, Paragraph d of this Lease)

Families may change rent calculation methods as provided in Section VI, Paragraph d of this Lease.

Rent shall include cost of utilities as described in Section V below. Rental payments not received by close of business on the first day of the month will be considered late, and payments not received by 5:00 p.m. on the fifth (5th) calendar day of the month will be considered delinquent. Delinquent rent payments shall result in Tenant incurring a late fee of a \$1.00 a day, up to \$10.00. Tenant is responsible for payment of all rent charges when due. Partial rental payments for current month's rent will not be accepted. However, if Tenant is prepared to pay the

Base Rent after the fifth calendar day, the late Base Rent will be accepted even though the Late Charge is not paid. Late charges will still be due and owing.

The Authority will accept partial rental payments for future months prior to date due. All rent must be paid in full as of the due date. A \$25.00 fee will be charged for any personal check that is not honored by the bank for payment. If a Tenant has tendered to the Authority two (2) insufficient fund checks, personal checks will no longer be accepted from Tenant and all current and future payments must be paid with a guaranteed check such as a cashiers check or money order for the following twelve months.

(c) The amount of the Total Tenant Rental shall be determined by the Authority in compliance with HUD regulations and requirements and in accordance with the Authority's Admissions and Occupancy Policy. [Authorization 966.4]

(d) When the Authority makes any change in the amount of Total Tenant Payment or Tenant Rent, the Authority shall give written notice to Tenant.

(e) The notice shall state the new amount, and the date from which the new amount is applicable. Rent redeterminations are subject to the Administrative Grievance Procedure. The notice shall also state that Tenant may ask for an explanation of how the amount is computed by the Authority. If Tenant asks for an explanation, the Authority shall respond in a reasonable time. [Authorization 966.4 (4)]

III. CHARGES IN ADDITION TO RENT

In addition to the Tenant's rent, the Tenant is responsible for the payment of certain other charges specified in this Lease. The type(s) and amount of repair charges are specified in the Authority's *Schedule of Maintenance Charges*. Other charges under the lease include:

(a) Cost(s) of Tenant-Caused Damages: A charge for labor and materials for services or repairs due to damage caused by the Tenant, an authorized member of the Tenant's household or a Tenant's guest, where such repairs are due to the negligence or willful abuse of the Tenant's household or guest(s). When the Authority determines the maintenance service is not due to normal wear and tear, the Tenant shall be responsible for the cost of such service (labor plus materials) in accordance with the most recent *Schedule of Maintenance Charges* posted by the Authority at the site manager's office.

(b) Excess Utility Consumption: Where the cost of utilities are provided by the Authority and the Tenant's dwelling unit has been equipped with an individual meter, a charge shall be assessed for a Tenant's utility consumption which exceeds the established utility consumption allowance for the Tenant's unit. Such charge(s) will be based on the reading of the Tenant's meter. A bill/demand for payment will be sent to the Tenant with the actual utility consumption and a statement of charges for the excess utility consumption.

(c) Utility Surcharge: When the Tenant maintains major appliances which utilize an extraordinary amount of electricity and the Authority pays the full cost of the electric bill, the Tenant family agrees to pay to the Authority a surcharge. This surcharge will apply to Tenant-owned air conditioners, washers, dryers, deep freezers, second refrigerator and/or microwaves. The Tenant is hereby required to notify the site manager's office of the installation of all such major appliances within ten (10) calendar days of installation. This charge does not apply to Tenants who pay their utilities directly to a utility supplier.

(d) Installation charges: Tenant-supplied air conditioners.

(e) Late Charges: A charge of \$1.00 a day up to \$10.00 for rent or other charges paid after the fifth calendar day of the month. [Authorization 966.4 (b)(3)]. The Authority shall provide written notice of the amount of any late charge in addition to Tenant Rent, and when the charge is due. Charges in addition to rent are due no sooner than two weeks after Tenant receives the Authority's written notice of the charge. [Authorization 966.4 (b)(4)].

(f) Security Deposit: Tenant agrees to pay an amount equal to \$100 or one month's Tenant rent, whichever is the greater. The dollar amount of the security deposit due under this lease is \$_____. This amount is due in full at time of lease execution unless the Tenant family enters into a *Security Deposit Payment Plan* with the Authority. The Security Deposit may not be used to pay rent or other charges due under this lease while the Tenant occupies the dwelling unit. No refund of the Security Deposit will be made until after the Tenant has vacated and the tenant and the Manager or his/her designee has inspected the dwelling unit. Provision shall be made for the Tenant's participation in both the pre-occupancy and the termination inspection. The Authority will place the deposit in an interest bearing account located at _____. Payment of the accrued interest on the Security Deposit is to be done yearly, in the month of January, as a credit against future rent owed. If no rent or other charges are due and payable within 120 days of January 1st, then the Authority shall issue a check for the earned interest. [See Section X Inspection of Units]

Authority's Responsibilities: The Authority will use the Security Deposit at the termination of this lease:

1. To pay the cost of any rent or any other charges owed by Tenant at the termination of this lease.
2. To reimburse the cost of repairing any intentional or negligent damages to the dwelling unit caused by Tenant, household members or guests.

The return of the Security Deposit shall occur within 30 days of the unit becoming vacant. The Authority agrees to return the Security Deposit plus any accrued interest to the Tenant when they vacate, less any deductions for any costs indicated above. If such deductions are made, the Authority will furnish the Tenant with a written statement of any such costs for damages and/or other charges to be deducted from the Security.

Deposit. If the Tenant fails to provide the Authority with a forwarding address, or fails to make arrangements to pick up any remaining deposit, the Authority will deposit

the balance of the Tenant's security deposit into its general operating account or its Tenant services account. The Authority may also deduct one (1) percent per year from the accrued interest on the Security Deposit for administrative expenses.

(g) Cleaning: Tenant may be assessed an additional charge for the cost of dirt, trash, garbage and debris in a unit after the Tenant has vacated the unit which would require more than two (2) hours of effort by one staff person.

(h) Service Charges: Tenant may be assessed service charges which shall be periodically posted by the Authority in compliance with this lease. Such service charges may include, but are not necessarily limited to:

- reasonable attorney fees, filing fees or court costs where Tenant elects to settle with Authority before going to court but after such costs have been incurred;
- cost of key or lock replacement;
- "lock-out" calls after regular working hours, week-ends or Authority holidays;
- "Returned check" charges assessed by the bank; and
- moving/storage costs incurred by Authority in connection with a suit to enforce payment of Tenant rent due or for enforcement of other lease terms and conditions.

IV. WHERE TO MAKE RENT PAYMENTS

Rent and other charges can be paid by mail to the Authority at _____ or in person at the office of the site.

However, if needed as a reasonable accommodation, the Authority shall make other arrangements for payment of rent. The Authority will not accept cash. [Authorization 8.24 (a)(1) and (b)]

V. UTILITIES AND APPLIANCES

(a) Authority's Responsibilities: As part of the rent, the Authority will supply water and sewage service to all of its leased dwelling units. If indicated by an (x) below, the Authority will also provide the additional indicated utility, such as: electricity, natural gas and/or heating fuel. The Authority will not be liable to the family to supply utility service for any cause beyond its control.

(b) Major Appliances:

If indicated by a (X) below, the Authority will provide a cooking range and refrigerator. Air conditioners, freezers, extra-refrigerators, washers, dryers, gas operated appliances (gas dryers) may be installed and operated only with written approval of the Authority. A monthly service charge shall be payable by the Tenant for the electricity used in the operation of such appliances, per the Schedule of surcharges posted by the Authority in the site manager's office.

The following Utilities to be provided by:

UTILITY	AUTHORITY	TENANT
Heating		
Electric		
Air Conditioning		
Water Heating		
Water		
Sewer		
Trash Collection		
Range		
Refrigerator		
Other (Specify)		

- (c) **Air Conditioner:** Whenever Tenant desires to install (whether before or after the execution of this Lease) an air conditioner in their premises, such installation must be performed by designated personnel of the Authority. Cost of said installation shall be payable by the family based on labor and materials. The Authority reserves the right to deny approval of an air conditioner if it is determined to pose a hazard due to inadequate wiring, electrical service or similar concerns.
- (d) **Tenant Responsibilities:** Tenant agrees not to waste the utilities provided by the Authority and to comply with any applicable law, regulation, or guideline of any governmental authority or rules set by the Authority for the regulation or conservation of utilities or fuels. Where tenant is responsible for direct utility payment to the utility supplier tenant agrees to pay utility bills directly to the appropriate utility supplier in a timely manner in order to prevent cut-off of utility services to Tenant, where Tenant is responsible for direct utility payment to the utility supplier. Tenant further agrees to abide by any local ordinance or *House Rules* restricting or prohibiting the use of space heaters in multi-family dwelling units. Copies of such rules are available in the Development Office.
- (e) **Utility Allowance (Applicable only to Tenants under the Income-based Rent):** Where the Authority does not supply electricity, natural gas, or heating fuel, an Allowance for Tenant-Paid Utilities shall be established appropriate for the size and type of dwelling unit. The Tenant's Total Tenant Payment to the Authority shall be reduced by an allowance for utilities Tenant directly pays to any utility supplier. If the Allowance for Utilities exceeds the Total Tenant Payment, the Authority will pay a Utility Reimbursement to the utility supplier or Tenant each month. [Authorization 5.603] The Authority may change the Allowance at any time during the term of the lease, and shall give Tenant 60 days written notice of the revised Allowance along

with any resultant changes in Tenant Rent or Utility Reimbursement. [Authorization 965.502] If Tenant's actual utility bill exceeds the Allowance for Utilities, Tenant shall be responsible for paying the actual bill to the supplier. If Tenant's actual utility bill is LESS than the Allowance for Utilities, Tenant shall receive the benefit of such saving credited to the Tenant's Base Rent.

VI. OCCUPANCY

The following terms and conditions of occupancy are made a part of the Lease and are binding on the Tenant.

- (a) **Use and Occupancy of Dwelling:** Tenant shall use and occupy the premises exclusively as a private dwelling for the Tenant and their family and for no other purpose without the prior written approval of the Authority. The Tenant shall comply with all Federal/State/Local laws affecting the use or occupancy of the premises and with all Federal regulation now and hereafter established or modified. The Tenant may engage in legal profit-making activities in dwelling unit, which must be secondary to its primary residential use. Any business-use of the dwelling unit must receive the prior written approval by the Authority.
- (b) **Guests and Visitors:** Tenant shall not give accommodations to boarders or lodgers. Tenants shall not give accommodation to guests in excess of fourteen (14) consecutive and/or 30 calendar days in any 12-month period without prior written consent of the Authority. Permission may be granted upon written request to the Manager, for an extension of this provision, or to include "extended" care of Foster children and/or live-in care for a member of the Tenant's family. The term "guest" is defined to mean *a person in the leased unit with the consent of a household member.*
- (c) **Ability to comply with Lease terms:** If, during the term of this Lease, Tenant, by reason of physical or mental impairment, is no longer able to comply with the material provisions of this lease and cannot make arrangements for someone to aid him/her in complying with the lease, and the Authority cannot make any reasonable accommodations that would enable Tenant to comply with the lease; THEN, the Authority will assist Tenant, or designated member(s) of Tenant's family, to find more suitable housing and move Tenant from the dwelling unit. If there are no family members who can or will take responsibility for moving Tenant, the Authority will work with appropriate agencies to secure suitable housing and will terminate the Lease in accordance with Section XIII termination of the lease. At the time of admission, all Tenants who have a person designated as power of attorney must identify the family member(s) or person with legal power of attorney, to be contacted if they become unable to comply with lease terms.

VII. REDETERMINATION OF RENT AND DWELLING SIZE:

(a) REGULAR RECERTIFICATIONS

Rent is due and owing for the premises in the amount as fixed in Section II of this Lease Agreement until amended as described below. Each tenant household occupying a public

housing unit must annually elect whether the tenant rent will be calculated as a flat rent or an income-based rent, as also described below.

As a material provision of the Lease, Tenant agrees and promises to supply the Authority, upon request, with accurate information as to: family composition, age of family members, income and source of income of all family members, assets, and related information necessary to determine eligibility, annual income, adjusted income, and rent. Failure to supply this information when requested is a serious violation of the terms of the lease and the Authority may terminate the lease.

The Authority requires that this information be validated. The tenant agrees to comply with Authority requests for the verification of information by signing information releases for third party sources, presenting documents for review by THE AUTHORITY, or providing other suitable forms of verification.

The Authority shall give Tenant reasonable notice of what actions Tenant must take, and of the date by which any such action must be taken for compliance under this section. This information will be used by the Authority in determining whether the amount of the rent should be changed and whether the dwelling size is still appropriate for the Tenant's needs.

This determination will be made in accordance with the Admissions and Occupancy Policy, which is publicly posted in a conspicuous manner in the Project Office, and incorporated by reference and made a part of this Lease. A copy of the policy can be furnished to applicants and Tenants on request.

(1) Income-Based Rents:

The status of each Tenant household is to be re-examined and rent redetermined at least once a year in accordance with an established re-examination schedule. Each year, by the date specified by the Authority, Tenants who are paying rent based on their income shall provide updated information regarding income, assets, expenses, and family composition.

The Authority shall verify the information supplied by the Tenant and use the verified information to establish the amount of the Tenant's rent for the next year. At the time of the annual review, the Authority shall advise the Tenant of any income that will be excluded from consideration. Increased earnings due to employment shall be excluded during the twelve month period following hire for families whose income has increased because of the employment of a family member who was previously unemployed for one or more years, because of participation in a self-sufficiency program or was assisted by a State TANF program within the last six months.

In cases where annual income cannot be projected for a twelve-month period or the Tenant is reporting no income and Tenant has chosen the percentage of income rent option, the Authority will schedule special rent reviews every sixty (60) days.

(2) Flat Rents:

For each public housing unit, the Authority has established a flat rent based on the market rental value of the unit, as determined in accordance with HUD guidelines. Income reviews will be conducted every third year for tenants who select the flat rent option. Tenants who have selected this option will be notified at the appropriate time for their recertification.

The Tenant may request a change in the rent choice option before the date of the review if the family experiences a decrease in income; their circumstances have changed increasing their expenses for child care, medical, etc.; or other circumstances create a hardship on the family such that the formula method would be more financially feasible for the family.

Rent will remain in effect for the period between regular rent redeterminations UNLESS during such period:

1. It is found that the tenant has misrepresented the facts upon which the rent is based so that the Tenant is paying less than the rent that he/she should have been charged. The Authority may apply an increase in rent retroactive to the first of the month following the month in which the misrepresentation occurred.
2. Rent formulas or procedures are changed by Federal law or regulation.
3. An interim review and change is warranted.
4. Tenant elects to change to or from flat rent calculation method.

(b) INTERIM RENT ADJUSTMENTS

Tenants must promptly report to the Landlord any of the following changes in household circumstances when they occur between Annual Rent Recertifications:

1. A member has been added to the family through birth, adoption, or court-awarded custody.
2. A household member is leaving or has left the family unit.

In addition, Tenants paying rent based on a percentage of income may report the following activities that occur between Annual Rent Recertifications:

1. A decrease in annual income;
2. Childcare expenses for children under the age of 13 that are necessary to enable a member of the household to be employed or to go to school;
3. Handicapped assistance expenses, which enable a family member to work;
4. Medical expenses of elderly, disabled, or handicapped headed households that are not covered by insurance; or
5. Other family changes that affect their adjusted income.

Notwithstanding the provisions listed above, a Tenant's rent shall not be reduced if

the decrease in the family's annual income is caused by a reduction in the welfare or public assistance benefits received by the family that is a result of the Tenant's failure to comply with the conditions of the assistance program requiring participation in an economic self-sufficiency program or other work activities. In addition, if the decrease in the family's annual income is caused by a reduction in welfare or public assistance benefits received by the family that is the result of an act of fraud, such decrease in income shall not result in a rent reduction.

In such cases, the amount of income to be attributed to the family shall include what the family would have received had they complied with the welfare requirements or had not committed an act of fraud.

No eviction action for non-payment of rent shall be instituted against a resident who is the subject of a welfare sanction until a) the resident has exhausted his/her challenge to appeal of the sanctions and, b) if successful, has failed to pay any due and owing rent within ten (10) days of receipt of any reinstated benefits.

For purposes of rent adjustments, the reduction of welfare or public assistance benefits to a family that occurs as a result of the expiration of a time limit for the receipt of assistance will not be considered a failure to comply with program requirements. Accordingly, a Tenant's rent will be reduced as a result of such a decrease.

In all circumstances, the Authority shall verify the information provided by the Tenant to determine if a decrease in the rent is warranted.

Persons added to the Tenant's household must meet the Authority's eligibility and screening criteria as defined in the Admissions and Occupancy Policy. New household members must be suitable tenants, and will be screened by the Authority to determine suitability. The Tenant must understand that the approval of additions to the household is not automatic.

This Lease will NOT be revised to permit a change of family composition resulting from a request to allow adult children (18 years and older) to move back into the unit unless it is determined that the move is essential for the mental or physical health of the tenant AND it does not disqualify the family from the size unit it is currently occupying.

(c) RENT ADJUSTMENTS DUE TO REDETERMINATIONS

The Tenant will be notified in writing of any resultant rent adjustment due to the situations described above. All notices will state the effective date of the rent adjustment.

In the case of a rent decrease -- the adjustment will become effective on the first day of the month following the reported change in circumstances, provided the Tenant reported the change in a timely manner, as specified above.

In the case of a rent increase, when an increase in income occurs and is reported at the time of the regular reexamination, the adjustment will become effective the first day of the second month following the month in which the change was reported, or the regular reexamination effective date.

In the case of a rent increase due to misrepresentation, failure to report for reexamination, failure to report a change in family composition, or failure to report an increase in income at recertification time, the Authority will apply the increase in rent retroactive to the first of the month following the month in which the misrepresentation or failure to report occurred.

Tenant will not be required to pay retroactive rent charges caused by miscalculations on the part of the Authority.

Once the rental rate is established, it shall remain in effect until the effective date of the next annual review, unless another interim review and change is warranted or the Tenant elects to change to or from flat rent calculation method.

(d) DWELLING UNIT TRANSFERS:

- (1) Tenant understands that if the Authority determines that the size of the premises is no longer appropriate for the Tenant's needs, or does not conform to the Occupancy and Assignment Standards as described in Authority's *Admissions and Continued Occupancy Policies*, the Authority will send the Tenant a 30 day Notice of Transfer. Tenant further agrees to accept a new Lease for a dwelling unit of the appropriate size.
- (2) The Authority, if it deems appropriate, may move a Tenant into another unit, at the same or different property, if it is determined necessary to rehabilitate the Tenant's unit or provide proper facilities for the family's care and well being or to provide appropriate facilities for handicapped or disabled persons. Involuntary transfers are subject to the Grievance Procedure, and no such transfers may be made until either the time to request a Grievance has expired or the procedure has been completed [Authorization 966.4 (c) (4)] and the determination was in favor of the Authority.
- (3) Upon offer and acceptance of a unit, the family will execute all lease up documents and pay any rent and/or security deposit within two (2) days of being informed the unit is ready to rent. The family will be allowed seven (7) days to complete a transfer. The family will be responsible for paying rent at the old unit as well as the new unit for any period of time they have possession of both in excess of the seven (7) days they in which they are allowed to move. If Tenant refuses to move, the Authority may terminate the Lease in accordance with Section XIII of this lease.
- (4) If a Tenant makes a written request for special unit features in support of a documented disability, the Authority shall modify Tenant's existing unit. If the cost and extent of the modifications needed are tantamount to those required for a fully accessible unit, the Authority may transfer Tenant to another unit with the features requested at the Authority's expense.
- (5) A tenant without disabilities that is housed in an accessible or adaptable unit must transfer to a unit without such features should a Tenant with disabilities need the unit (at the Authority's expense). [Authorization 8.27 (b)]
- (6) The Authority will make every effort to honor a family's written request for a transfer back to the initial site where it does not create a hardship on the Authority, resulting in increased vacancies and or increased unit turnaround

time. Any such transfers must be accomplished within seven (7) calendar days of the notice of availability. If the family fails to make the move within the seven (7) day period, the Authority may offer the vacant unit to another family. The family may subsequently submit another transfer request. **Requests for additional time to relocate will be considered by the CHA and granted where appropriate.**

- (7) *Convenience transfers* are transfers to another unit or site for the convenience of the Tenant. Request for a convenience transfer must be made in writing to the Manager. Tenant will pay for the costs of moving in these circumstances.
- (8) The Authority will consider any Tenant request for transfer in accordance with the transfer priorities established in the Authority's adopted Admissions and Continued Occupancy Policy in addition to any additional provisions in place regarding displaced tenants.
- (9) Subject to section III (g), all transfers are subject to charges for cleaning or repair work performed by the maintenance staff on the vacated unit that are above the normal wear and tear. All charges will be assessed after the post occupancy inspection is completed by Tenant and the site manager. In the event there are costs attributable to the family for bringing the first unit into condition for re-renting, the family shall be billed for these charges.

VIII. OBLIGATIONS OF THE HOUSING AUTHORITY

The Authority shall be obligated to:

- (a) Maintain the premises in a decent, safe, and sanitary condition.
- (b) Comply with the requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.
- (c) Make necessary repairs to the premises.
- (d) Keep buildings, facilities, and common areas, not otherwise assigned to the Tenant for maintenance and upkeep, in a clean and safe condition.
- (e) Maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilation, and other facilities and appliances, including elevators supplied or required to be supplied by the THE AUTHORITY.
- (f) Provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of individual Tenant families) for the deposit of ashes, garbage, rubbish, and other waste removed from the premise by the Tenant as required by this Lease.
- (g) Supply water, electric, gas and heat in accordance to local custom and usage; EXCEPT where the building that includes the dwelling unit is not required to be equipped for that propose, or where heat or hot water is generated by an installation within the exclusive control of the Tenant and supplied by a direct utility connection.
- (h) To notify Tenant of the specific grounds for any proposed adverse action by the Authority. (Such adverse action includes, but not limited to, a proposed lease termination, transfer of Tenant to another unit, or imposition of charges for maintenance and repair or for excess consumption of utilities.) When the Authority is required to afford the tenant the opportunity for a hearing under the Authority's grievance procedure for a grievance concerning a proposed adverse action:

1. The Notice of the proposed adverse action shall inform Tenant of the right to request such hearing. In the case of lease termination, a notice of lease termination shall constitute adequate notice of proposed adverse action. [See Section XIII (b)]
2. In case of a proposed adverse action other than a proposed lease termination, the Authority shall not take the proposed action until time to request such a hearing has expired and (if hearing was timely requested) the grievance process has been completed. [Authorization 966.4 (e)(8)]
 - (i) Provide extermination services.
 - (j) To make "Reasonable Accommodations" in compliance with the ADA, in lease and other policy requirements when requested by a qualified resident with disabilities. The Authority will provide such accommodation to the extent necessary to provide the person with a disability with an opportunity to use and occupy the dwelling unit equal to that of a person without a disability.

IX. TENANTS OBLIGATIONS

Tenant shall be obligated:

- (a) Not to assign this Lease, nor sublet or transfer possession of the leased premises.
- (b) To use the premises solely as a private dwelling for Tenant and Tenant's household as identified in paragraph (l)(a) of the Lease, and not to use or permit its use for any other purpose without the prior written consent of the Authority. This provision does not exclude the Authority-approved care of foster children or live-in care of a member of Tenant's family provided the accommodation of such persons conforms to the Authority's Occupancy Standards and has received the written consent of the the Authority. This provision does not preclude the use of the dwelling unit for legal profit-making activity provided such activity has the prior written approval of the Authority.
- (c) To abide by necessary and reasonable regulations and rules as declared by the Authority. A copy of these rules will be posted in a conspicuous manner in the site manager's office. Violation of such rules which materially affect the health and safety of Tenants or employees constitutes a violation of the Lease.
- (d) To comply with the requirements of applicable state and local building or housing codes, materially affecting health and/or safety of Tenant and household. [966.4 (f)(5)]
- (e) To use only in a reasonable manner all electrical, sanitary, heating, ventilation, air conditioning, and other facilities and appurtenances including elevators.
- (f) To keep the premises and such other areas as may be assigned to Tenant, for Tenant's exclusive use, in a clean and safe condition. This shall include keeping the front and rear entrances and walkways for the exclusive use of the Tenant free of trash and debris. The only exception from this requirement will be made "for cause shown" such as age or disability.
- (g) To make no alterations or repairs or redecoration or painting to the interior or exterior of the premises or to the equipment, or install additional equipment or major appliances unless he/she has received written approval from the Manager.
- (h) To erect no fences or other structures on the property surrounding or accompanying the premises and to have visitors refrain from such activity.

- (i) To make no changes to locks or install any locks on exterior doors without the Authority's written approval. Where the Authority approves the Tenant's installation of new or additional locks, Tenant is obligated to provide management with a copy of new key(s).
- (j) Not to use mirror tiles, cork, nails, tacks, screws, brackets, or fasteners, wall paneling or wall paper in or on any part of the premises (a reasonable number of picture hangers excepted) without authorization by the Authority. Ceiling fans may be installed with the consent of the Authority; by Authority-designated personnel. The cost of installation shall constitute a charge due and payable by the Tenant after receipt of billing from the Authority. Authority-designated personnel are not responsible for any damaged or defected item.
- (k) To remove any property when Tenant surrenders, abandons or leaves the premises. Property left on the premises is considered abandoned by Tenant and will be disposed of by the Authority, with cost of removal assessed against the Tenant.
- (l) To insure that the Tenant, authorized members of household, family, guests, or other persons who are on the premises with Tenant's consent, conduct themselves in manner which will:
 - 1. Not disturb Tenant's neighbors' peaceful enjoyment of their accommodations; and,
 - 2. Be conducive to maintaining the project in a decent, safe, and sanitary condition.
- (m) To refrain from, and cause members of the Tenant's household and guests or other persons who are on the premises with Tenant's consent to refrain from:
 - 1. Illegal or other activity which impairs the physical or social environment of the Development.
 - 2. Unlawful or disorderly conduct or behavior that is a hazard to safety or creates a nuisance.
- (n) To act in a cooperative manner with neighbors and Authority Staff. To refrain from and cause members of Tenant's household or Tenant's guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors and Authority Staff.
- (o) To refrain from, and to cause household members and guests to refrain from destroying, defacing, damaging, or removing any part of the premises or development.
- (p) To pay reasonable charges (other than for normal wear and tear) for the repair of damages to the premises, project development, buildings, facilities, or common areas caused by the Tenant, his household members or guest, in accordance with schedule of charges posted in the site manager's office.
- (q) Not to display or use firearms or allow members of the Tenant's household or guests to display or use any firearms, BB guns, pellet guns, sling shots, or other offensive weapons, including knives, as defined by the laws and courts of the State of New Jersey, in any manner that endangers life or property.
 - (1) Tenant must keep firearms stored in the leased dwelling unit in a locked gun cabinet supplied by the Tenant and approved by the Authority.
 - (2) Tenant must provide the Authority with a copy of the applicable permit or registration as required by State or Federal Law for any weapons or firearms maintained on the premises. This permit and/or registration must be submitted to the Authority each year at time of re-certification.

- (3) All firearms must be registered in the management office upon move-in and/or upon acquisition of the firearm.
- (r) To comply with all obligations imposed upon Tenants by applicable provisions of local building and housing codes materially affecting health and safety, such as prohibition against storing flammable liquids in the dwelling unit.
- (s) To maintain smoke detectors and to keep them operational at all times. Tenant is to take reasonable precautions to prevent fires and to refrain from storing or keeping flammable materials upon the premises.
- (t) To avoid obstructing sidewalks, alleyways, galleries, passages, or stairs and not to use these for purposes other than entry to the premises or exit therefrom.
- (u) To refrain from hanging radio or television antenna on or from any part of the premises.
- (v) To refrain from placing signs of any type in or about the dwelling except those allowed under applicable zoning ordinances and then only after having received written permission of the Authority.
- (w) To refrain from, and cause authorized members of Tenant's household to refrain from violating the Authority's Pet Policy.
- (x) All vehicles owned by the tenant and that will be housed on the Authority property must be registered with the Authority within 10 days of receipt of vehicle. To remove from Authority property any vehicle without current license tags. To refrain from parking inoperable vehicles in any right-of-way or fire lane so designated and marked by the Authority. To refrain from parking on lawns and making automobile repairs on development site. To refrain from parking within 6 feet of the trash dumpsters.
Any inoperable or unlicensed vehicle as described above will be removed by the Authority at Tenant's expense if Tenant fails to voluntarily remove such vehicle(s) after having received written notice from the Authority.
- (y) To dispose of all ashes, garbage, rubbish, and other waste from the premises in a sanitary and safe manner and only in containers for the exclusive use of an individual Tenant family. To refrain from, and cause members of the Tenant's household or guest to refrain from, littering or throwing trash and debris in common areas or hallways.
- (z) The Tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control shall not engage in drug-related or violent criminal activity, on or off public housing premises. Such criminal activity shall be cause for termination of tenancy.
The term drug-related criminal activity means, the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use, of a controlled substance" (as defined in section 102 of the Controlled Substances Act.
- (aa) Tenant, member(s) of Tenant's household, guest or other person(s) under Tenant's control shall not engage in any criminal activity that threatens the health, safety or right to peaceful enjoyment of the public housing premises by other tenants or employees of the Authority.
- (bb) To use reasonable care to keep dwelling unit in such condition as to ensure proper health and sanitation standards for Tenant, household members and neighbors. TENANT SHALL NOTIFY THE AUTHORITY PROMPTLY OF KNOWN NEED FOR REPAIRS TO DWELLING UNIT, and of known unsafe or unsanitary conditions in the dwelling unit of in common areas and grounds of the Project.

Tenant's failure to report the need for repairs in a timely manner shall be considered to contribute to any damage that occurs.

- (cc) Not to commit any fraud in connection with any Federal housing assistance program,
- (dd) Not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the lease.
To pay promptly any utility bills for utilities supplied to Tenant by a direct connection to the utility company, and to avoid disconnection of utility services for such utilities.
- (ee) To perform HUD required Community Service work unless exempted therefrom.

X. UNIT DEFECTS HAZARDOUS TO LIFE, HEALTH OR SAFETY

In the event that the premises are damaged to the extent that conditions are created which are hazardous to the life, health, or safety of the occupants:

- (a) The Authority shall be responsible for immediately mitigating the hazardous condition and for starting the repair of the unit within twenty-four (24) hours. If the damage was caused by the Tenant, Tenant's household, or guest, the reasonable cost of the repairs shall be charged to the Tenant.
- (b) The Authority shall offer standard (via the Quality Housing and Work Responsibility Act of 98'), alternative accommodations in circumstances where necessary repairs cannot be made within a reasonable period of time. This may include temporary or permanent assignment to another public housing dwelling unit or temporary lodging at a hotel/motel at the expense of the Authority.
- (c) Tenant shall accept any replacement unit offered by the Authority.
- (d) In the event repairs cannot be made by the Authority, as described above, and alternative accommodations are unavailable, then rent shall be abated in proportion to the seriousness of the damage and loss in value as a dwelling. No abatement of rent shall occur if Tenant rejects alternative accommodations or if the damage was caused by Tenant, Tenant's household, or guest. Tenant shall be advised of right to request a grievance hearing in such instances.
- (e) If the Authority determines that the premises are uninhabitable such that there is imminent danger to the life, health, and safety of the Tenant, and suitable alternative accommodations are refused by the Tenant, this Lease shall terminate and unearned rent will be refunded to the Tenant.
- (f) Damages that are Tenant-caused shall be billed to Tenant. The Authority shall specify upon such bill the items of damage involved, the repairs required, and the cost of such repairs. The Authority may also take appropriate legal action against Tenant to terminate tenancy where tenant has willfully or by reason of gross negligence caused or allowed the destruction, damage or injury to the premises. (N.J.S.A. 2A:18-61.1c)

Tenant Responsibilities: Tenant shall immediately notify the Project Manager of the damage and intent to abate rent, when the damage is or becomes sufficiently severe that Tenant believes he/she is justified in abating rent. [Authorization 966.4 (h)(1)]

Tenant agrees to continue to pay full rent, less the abated portion. The abated portion shall be paid by tenant to escrow and tenant shall allow such funds to remain during the time in which the defect remains uncorrected or for 60 days. At any time the CHA may protest the action and ask for a

determination. At the outset of the determination, or at the time of repair, an accounting must be done to ascertain the amount of escrowed money that the tenant is entitled to keep.

The preceding paragraphs shall be construed as maintenance provisions only and shall not in any manner make the Authority an insurer of the premises.

XI. INSPECTIONS OF UNITS

- (a) **Pre-Occupancy Inspection:** The Authority and the Tenant will be obligated to inspect the dwelling unit prior to occupancy by the Tenant. The Authority will give the Tenant a written statement of the condition of the premises (interior and exterior, as applicable) and any equipment provided with the unit. The certification of the condition of the unit at move-in shall be signed by the Authority and Tenant and a copy of the certification retained in the Tenant's folder. Tenant has the right to submit a written report within a week of beginning occupancy if they discover deficiencies not uncovered by the inspector. The Housing Manager will meet with the tenant and both will come to a conclusion regarding the report. A written signed copy of the agreement will be given to the tenant.
- (b) **Annual Inspections:** The Authority will conduct, at least once yearly, a complete inspection of tenant's dwelling unit. A written statement of the conditions found at the time of the inspection will be given to the Tenant and maintenance. A copy will be placed in the unit file maintained by the site manager's office. A minimum of two (2) days written notice will be given to the Tenant by the management office prior to the actual inspection of the unit. Any deficiencies that have been caused by the Tenants' damage or neglect will be charged to the Tenant. The Authority may re-inspect the unit to ensure repairs have been made.
- (c) **Termination Inspection:** The Authority will inspect the unit at the time Tenant vacates the unit and give the Tenant a written statement of the Charges, if any, for which Tenant is responsible. Tenant and/or his representative may join in such inspection unless the Tenant vacates without notice to the Authority.
- (d) **Housekeeping Inspections:** The Authority will schedule a Tenant for an annual housekeeping inspection. The Authority may also conduct more frequent than annual inspections if there is a determination of a pattern or history of poor housekeeping which materially affects health or safety or the long-term viability of the dwelling unit.

XII. AUTHORITY'S RIGHT TO ENTER THE TENANT'S UNIT

- (a) **Tenant Rights and Responsibilities-**
 - 1. Tenant agrees that the duly authorized agent, employee, or representative of the Authority will be permitted to enter Tenant's dwelling unit during reasonable hours (8:00 A.M. to 6:00 P.M.) for the purpose of performing routine maintenance, making improvements or repairs, examining the condition of the unit, extermination or showing the unit for releasing.
 - 2. Tenant's signed request for maintenance work shall constitute permission to enter the Tenant's unit if the repair is made attempted within 48 hours of request. Without a work order signed by Tenant, no Authority representative will enter the unit to perform any maintenance other than emergency maintenance.

3. When Tenant calls to request maintenance on the unit, the Authority shall attempt to provide such maintenance at a time convenient to Tenant, if the Tenant is absent from the dwelling unit when the Authority comes to perform maintenance. Tenant's request for maintenance shall constitute permission to enter the residence if the repair is attempted to be made within 48 hours of request. Any attempt to repair made after 48 hours will be proceeded by a 24-hour advance written notice to the tenant.
- (b) Authority Rights and Responsibilities-**
1. The Authority is permitted to enter a dwelling unit for non-emergency reasons during reasonable hours upon two (2) days advance written notice to Tenant for the purposes specified above.
 2. The Authority may enter the Tenant's dwelling unit at any time without advance notification when there is reasonable cause to believe that an emergency exists.
 3. In the event that the Tenant and all adult members of his or her household are absent from the dwelling unit at the time of entry due to an emergency, the Authority shall leave in the dwelling unit a written statement specifying the date, time and purpose of entry, and who to contact for more information.

XIII. NOTICE PROCEDURES AND REQUIRMENTS

The Authority shall notify Tenant of specific grounds for any proposed adverse action against the Tenant by the Authority. *Adverse actions* include but are not limited to: proposed lease termination, transfer of Tenant to another unit, imposition of charges for maintenance and repair, or for excess consumption of utilities.

Any notices by the Authority to Tenant must be in writing, and shall be deemed sufficient if given by the following means:

- (a)** Any **eviction notices** shall be sent to Tenant by both first class mail and certified mail *return-receipt requested*. Another notice may be hand delivered to the premises. Return Receipt for Registered or Certified Mail shall be sufficient evidence that notice was given, whether signed or unsigned
- (b)** **Other notices are sufficient if done, by delivery in person to** Tenant or to an adult who's residing in the leased unit and who is listed on the lease; or **by first class United States mail**, properly addressed to Tenant at such premises.
- (c)** Where the Authority has prior knowledge that the Tenant is visually impaired all notices of the Authority to Tenant will be prepared in an appropriate visually-accessible format or hand delivered and read to the Tenant and witnessed by a third party.

Any notice by the Tenant to the Authority must be in writing and:

- (a)** Delivered in person to the Authority's Central Office or Management Office; or
- (b)** Sent by first-class mail, properly addressed to Authority's Central Office or Management Office.

XIV. TERMINATION OF THE LEASE

In terminating the Lease, the following procedures shall be followed by the Authority and the Tenant:

- (a) **This lease may be terminated by the tenant by giving the Authority fourteen (14) days advance written notice of intent to vacate. Failure to do so may result in the forfeiture of the Tenant's deposit.**
- (b) **This Lease may be terminated by the Authority only for serious or repeated violation of material terms and conditions of the lease, such as failure to fulfill the Tenant Obligations set forth in Section IX above, or for other good cause as defined under State or local law. Such serious or repeated violation of material terms shall include, but not necessarily be limited to:**
1. The failure to pay rent or other charges when due.
 2. Repeated Late Payments, which shall be defined as three (3) late payments within any 12-month period. Late payment is defined to mean the failure to pay the amount of rent or other charges due after the stated due date on the Tenant billing.
 3. Failure to comply with the housekeeping standards established by the Authority in its adopted House Rules.
 4. Failure to maintain utilities which are to be Tenant-paid under the lease.
 5. Serious or repeated interference with the rights or obligations of staff or other Tenants.
 6. Misrepresentation of family income, assets, or composition which results in the family receiving benefit to which they would not otherwise be entitled.
 7. Failure to comply with family reporting requirements and to provide required verification/documentation.
 8. Serious or repeated damage to the premises, creation of physical hazards in the unit, common areas, grounds, or parking areas of the development site.
 9. Formal charges are brought against Tenant(s) by federal, state, or local law enforcement officials for any of the following crimes:
 - a. Murder
 - b. Rape
 - c. Child molestation
 - d. Arson
 - e. Discharging a firearm in or around the premises
 - f. Any drug-related or violent criminal activity on or off the public housing premises.
 - g. Any other criminal activity committed on or off the premises which poses a threat to or endangers the health or safety of other Tenants or Authority employees.The Authority must demonstrate in a court of proper jurisdiction that the tenant committed the offense. If tenant is exonerated of the charges, then the Authority shall re-house the Tenant.
 10. Tenant being convicted of a felony by any court having jurisdiction if the felony was committed on or around the property of the Authority.
 11. Alcohol abuse that interferes with the health, safety, or right peaceful enjoyment of the premises by other residents.
 12. Drugs seized or confiscation of illegal weapons in an Authority unit by a law enforcement officer deemed to belong to the tenant.

13. The Tenant, any member of the Tenant's household, or a guest or other person under the Tenant's control engaging in criminal activity, including drug-related or violent criminal activity, on or off public housing premises. The term "*drug-related criminal activity*" means, the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).
14. Continued refusal to permit Authority Representative access to unit to conduct an inspection, exterminate and/or to make necessary repairs.
15. Failure to occupy the dwelling unit for any thirty (30) consecutive day period, while this Lease is in effect, without good cause, and without prior notice to the Authority.
16. Failure to perform required Community Service work unless exempted therefrom.
17. Determination or discovery that a resident is a registered sex offender.

In deciding to evict for criminal activity, the Authority shall have discretion to consider all of the circumstances of the case, including the seriousness of the offense, the event of participation of family members, and the effects that the eviction would have on family members not involved in the proscribed activity. In appropriate cases, the Authority may permit continued occupancy by remaining family members and may impose a condition that family members who engaged in the proscribed activity will not continue to reside in the unit. The Authority may require a family member who has engaged in the illegal use of the drugs to present evidence of successful completion of a state/local certified drug treatment program as a condition to being allowed to reside in the unit. The Authority may require the Tenant to consent to reasonable lease modifications as an alternative to eviction.

- (c) The Authority *shall give written notice of the proposed termination* of the Lease of:
1. **Non-Payment of Rent:** The Authority shall give the Tenant fourteen (14) days notice to pay or quit.
 2. **Serious threat to health or safety:** The Authority shall give Tenant a reasonable time considering the seriousness of the situation when the health or safety of other Tenants or Authority employees is threatened. However, in cases involving the creation of a threat to the health or safety of other Tenants or Authority employees, no minimum notice of termination period shall be required by this lease and the Authority may proceed as quickly as state/local law permits to terminate this Lease and recover possession of the premises.
 3. **Material Non-Compliance:** For all other lease violations Authority shall issue a written 30 day notice of intent to terminate.
 4. The Authority shall give all notices as required by State law.
- (d) When the Tenant is afforded the opportunity for a hearing under the Authority's grievance procedure, the notice to vacate, pursuant to New Jersey State Law, shall not be issued until the time period for the Tenant to request a hearing has expired, or if a hearing is requested, not until the grievance process has been completed and a written decision adverse to the tenant has been issued by the hearing officer or

hearing panel. Any notice to vacate under state law may run concurrently with the Authority's notice for requirement under federal law.

- (e) Upon termination of this Lease by either the Tenant or by the Authority, Tenant shall be responsible for leaving the premises in a clean and sanitary condition, less normal wear and tear, before vacating the premises, and for returning the keys to the Authority when he/she vacates. If Tenant fails to leave the premises in a clean and sanitary condition, the Authority will complete such final cleaning. The Authority may deduct the reasonable cost of any such excessive cleaning from Tenant's security deposit.
- (f) When the Tenant has been evicted for engaging in any criminal activity, the Authority shall notify the local post office serving the Tenant's premises that such individual or family is no longer a Tenant in the unit.
- (g) The Tenant is entitled to any notices required by the State of New Jersey Landlord Tenant Statutes. The Tenant will receive the benefit of the Federal or State notice whichever provides for the greatest length of time to cure the lease violation or to vacate the unit.
- (h) If the Authority elects to terminate this lease, it shall give Tenant a written Notice of Termination. The termination notice shall state the reason for termination of the Lease; shall inform Tenant of the right to make such reply as he/she may wish, and shall also inform Tenant of the right to request a hearing in accordance with the Authority's grievance procedure, specifying the period during which such request can be made.
- (i) The Authority may evict a Tenant from the unit by only bringing a court action.
- (j) Unless federal law voids a tenant's right under state law, in cases of failure to pay rent or willful or gross negligent damage to the property, CHA can only evict tenant if tenant continues the action after written notice to cease.

XV. CHANGES AND NEW RELEASES

THIS LEASE, together with Tenant's application for initial admission, any subsequent application(s) for continued occupancy, Tenant's statements of income and of family composition, notices of future rent adjustments and any riders to this lease shall constitute and evidence the entire agreement between the Authority and Tenant.

- (a) Modification of this Lease must be accompanied by written amendment to the Lease executed by both parties, except for matters involving rent determinations and posted policies, rules and regulations. The Authority reserves the right to change the Lease from time to time, at its option, subject to applicable law and/or regulation.
- (b) The Authority shall provide at least 30 days written notice to the Tenant setting forth any proposed changes in the Lease. Tenant shall have an opportunity to present written comments which, subject to the requirements of law, shall be taken into consideration by the Authority.
- (c) **Tenant shall not be bound by a revised Lease or amendment to the Lease unless the Authority's offer is accepted the Tenant. However, failure by Tenant to timely accept the Authority's offer shall be "good cause" for termination of the existing Lease.**

XVI. GRIEVANCE PROCEDURE

- (a) Disputes which may arise under this Lease shall be resolved pursuant to the Grievance Procedure, if any, which is in effect at the time such grievances arise, and which procedure is incorporated herein by reference.

Pursuant to HUD's due process determination, it is not necessary to offer the tenant the opportunity for a hearing under the Grievance Procedure when the tenant is being evicted for criminal activity which threatens other tenants or Authority employees, or any violent or drug-related criminal activity. Under these circumstances, the Notice of Lease Termination shall:

- (1) state that Tenant is not entitled to a grievance hearing on the termination;
 - (2) specify the judicial eviction procedure to be used by the Authority for eviction and state that HUD has determined that this eviction procedure provides the opportunity for a hearing in a court that contains the basic elements of due process as defined in HUD regulations; and
 - (3) state whether the eviction is for a criminal activity that threatens health or safety of residents or staff or for drug-related criminal activity as described in the Authority's Admissions and Occupancy Policy.
- (b) The following is a summary of the Grievance Procedure. Tenant is advised to consult the full text of the procedure, which shall be in the Management office at each development site. Failure of Tenant to exercise any right or remedy provided by the grievance procedure shall not affect the Tenant's right to seek judicial relief.

(c) Informal Settlement Phase

If a Grievable Dispute arises:

1. Tenant submits request for an informal meeting to the Authority's Central Office or to the Manager of the development site where the Tenant's unit is located within ten (10) working days of dispute for an informal meeting in an effort to settle the dispute.
2. The Manager or other authorized Authority representative must set up an informal meeting in an effort to bring dispute to settlement within ten (10) working days of Tenant's oral or written request.
3. *Summary of Discussion* will be sent to Tenant within five (5) working days following the informal meeting.
4. The written summary shall include:
 - Names of participants, date(s) of meeting, nature of proposed resolution of dispute/complaint, reasons for decision, and the procedures for Tenant to follow to request a formal hearing, if not satisfied.

(d) Formal Settlement Phase

1. Within five (5) working days of the Tenant's written request for a formal grievance hearing the Authority and Tenant must select a Hearing Officer.

2. If Tenant and the Authority cannot agree on a Hearing Officer within five (5) working days then each party shall appoint one (1) member to a Hearing Panel and those two members shall select a third member within five (5) working days.
3. Hearing must be scheduled within eight (8) working days of the selection of the hearing officer/panel at a time convenient to both the Tenant, the Authority, and the Hearing Officer/Panel.
4. A written decision will be forwarded to both the Tenant and the Authority within ten (10) working days of the close of the grievance hearing.
5. If decision is unacceptable to the Tenant, he/she may pursue judicial relief as provided for by state or local law.
6. Tenant's failure to make the required payments to the escrow account prior to the close of the hearing shall result in the termination of the tenant's right to a grievance for the dispute involving rent. [See IX]

XVII. WAIVER OF LEASE PROVISIONS

The failure of the Authority or any tenant to commence action to terminate this Lease upon learning of good cause for such termination shall not preclude the Authority or any tenant from later instituting such action for the same or other good cause. Further no waiver of any condition or covenant of this Lease by either the Authority or any tenant shall be deemed to imply or constitute a further waiver of this or any other condition or covenant.

XVIII. REVISIONS AND ADDENDA

This Lease evidences the entire agreement between the Authority and Tenant, and any changes or modifications of the Lease may be accomplished only by a written rider to this Lease executed by both parties, or by a new Lease, except for changes or modifications as are otherwise affected as provided herein. All notices of Rent Adjustment will be incorporated into this Lease by reference. Schedules of special charges for services, repairs and utilities, and rules and regulations which are required to be incorporated in the Lease by reference shall be publicly posted in a conspicuous manner in the office at the development site and shall be furnished to applicants and Tenants upon request. Such schedules, rules and regulations may be modified from time to time by the Authority provided that the Authority will give at least thirty (30) days written notice to each affected Tenant setting forth the proposed modification(s), the reason therefore, and providing Tenant an opportunity to present written comments which shall be taken into consideration by the Authority prior to the proposed lease modifications becoming effective. A copy of such notice shall be:

- a. Delivered directly or mailed to each Tenant; or
- b. Posted in at least three (3) conspicuous places within each structure or building in which the affected dwelling units are located, as well as in a conspicuous place at the Community office, if any, or if none, a similar central business location within the Community.

Tenant shall not be bound by a revised Lease or amendment to the Lease unless the Authority's offer is accepted by Tenant. However, failure by Tenant to timely accept the Authority's offer shall be "good cause" for termination of the Lease.

XIX. PET POLICY

Tenants shall comply with the Authority's Pet Policy.

XX. SIGNATURE CLAUSE

This Lease is executed on this _____ day of _____, _____

**For The Housing Authority of the
City of Camden:**

For the Tenant Family:

By: _____

Tenant: Head of Household

Title: _____

Tenant: Co-Head of Household

Tenant: Adult Member of Household

Tenant: Adult Member of Household

Tenant: Adult Member of Household

Tenant: Adult Member of Household

(The term "Tenant" means any member of the household who is eighteen (18) years of age or older.)

LEASE RIDERS

(A) MISREPRESENTATION NOTICE

IN APPLYING FOR AND OBTAINING THIS LEASE, THE FOLLOWING FEDERAL LAW MAKES A CRIME TO CONCEAL FACTS OR TO MAKE STATEMENTS WHICH ARE KNOWN TO BE FALSE:

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or represents, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned not more than five years or both. 18 U.S.C. Section 1001

(B) LEASE AMENDMENT DUE TO CHANGES IN FAMILY COMPOSITION

This lease is hereby modified to:

Add Delete	or	Name Below	Tenant's Signature	HACC Rep.	Date

(C) GENERAL CONDITIONS

1. Under no circumstances shall a resident, his children, or guest destroy safety equipment, empty fire extinguishers or remove fire hoses from racks.
2. All garbage and trash shall be placed within trash dumpsters where provided. If dumpsters are not provided, residents are to place their trash at the trash pick-up point only on the night before the trash pick-up day. Trash pick up information may be obtained from the Management Office. Parking within 6 feet of the dumpsters is prohibited.
3. Parents and or Guardians are expected to exercise control over the conduct and activities of their children so as to avoid abuse of public property or annoyance of the general public.
4. Residents shall comply with the Authority's Pet Policy.
5. Under no circumstances shall the resident, his family, friends or guest annoy the peace and quiet of other residents in the neighborhood. After 10:00 P.M. all loud and disturbing noises such as televisions, radios, and stereos and loud conversations should be lowered to a reasonable volume. Loud speakers shall not be placed in windows or hallways at any time.
6. Parking or driving in areas not so designated is prohibited and subject to being ticketed or towed by the Camden Police Department.
7. Verbal and physical abuse of Authority personnel will not be tolerated.
8. Residents are responsible for keeping their lawns and other assigned areas neat and free from litter.

9. Boarders, lodgers or the sub-letting of your unit is prohibited.
10. No fuel-burning space heaters are allowed in the units.
11. The storage of fuel on the premises is prohibited.
12. Shooting of firearms in any way is prohibited (i.e. New Years Eve Celebrations).

(D) HOUSEKEEPING STANDARDS

In an effort to improve and maintain the habitability and condition of the dwelling units owned and managed by the Authority, uniform standards for Tenant housekeeping have been developed for all Tenant families.

1. Authority responsibility: The standards that follow will be applied fairly and uniformly to all Tenants. The Authority will inspect each unit annually to determine compliance with these standards. Upon completion of an inspection the Authority will notify the Tenant in writing if he/she fails to comply with the standards. The Authority will advise the Tenant of the correction(s) required to establish compliance, and indicate that training is available. Within a reasonable period of time, the Authority will schedule a second inspection. Training is mandatory in complying with the Housekeeping Standards.
2. Tenant Responsibility: Tenant is required to abide by the standards set forth below. Failure to abide by the Housekeeping Standards is a violation of the lease terms and can result in eviction.
3. Housekeeping Standards: Inside the Dwelling Unit (Interior):
 - (a) **General-**
 - Walls**: should be clean, free of dirt, grease, holes, cobwebs, fingerprints, (Only white paint should be used on walls), nails, paneling, screws, cork, mirror tiles, contact paper, wall paneling and wallpaper.
 - Floors**: should be clean and free of hazards.
 - Ceilings**: should be clean and free of cobwebs. Only white paint should be used for ceilings.
 - Windows**: should be clean and not nailed shut. Shades should be cleaned and properly stored.
 - Woodwork**: should be clean, free of dust, gouges, or scratches.
 - Doors**: should be clean, free of grease and fingerprints. Doorstops should be present. Locks should work.
 - Heating units**: should be dusted and access uncluttered.
 - Trash**: shall be disposed of properly and not left in the unit.
 - Entire unit should be free of rodent or insect infestation.
 - Recycling shall occur pursuant to current or future provisions of local requirements.
 - (b) **Kitchen-**
 - Stove**: should be clean and free of food and grease.
 - Refrigerator**: should be clean. Freezer door should close properly and freezer have not more than one inch of ice.
 - Cabinets**: should be clean and neat. Cabinet surfaces and countertop should be free of grease and spilled food. Cabinets should be free of grease and spilled food. Cabinets should not be overloaded. Storage under the sink should be limited to small or lightweight items to permit access for repairs. Do not store heavy pots and pans under the sink.
 - Exhaust Fan**: should be free of grease and dust.

Sink: should be clean, free of grease and garbage. Dirty dishes should be washed and put away in a timely manner.

Food storage areas: should be neat and clean without spilled food.

Trash/garbage: should be stored in a covered container at the rear of each unit until removed to the disposal area. Tenants shall furnish their own trash cans with lids.

(c) **Bathroom-**

Toilet and tank: should be clean and odor free.

Tub and shower: should be clean and free of excessive mildew and mold. Where applicable, shower curtains should be placed, and of adequate length.

Lavatory: should be clean

Heater Rooms: should not be used as a storage area for any items or property (drying clothes, toys etc.)

Floor: should be clean and dry.

(d) **Storage Areas-**

Linen Closet: should be neat and clean.

Other closets: should be neat and clean. No highly flammable materials should be stored in the unit.

6 Other storage areas: should be clean, neat and free of hazards.

5

(4) Housekeeping Standards: Outside the Dwelling Unit (Exterior)

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

(a) **Front and Rear Yards:** should be free of debris, trash, and abandoned cars. Exterior walls should be free of graffiti.

(b) **Porches (front and rear):** should be clean and free of hazards. Any items stored on the porch shall not impede access to the unit; this also applies to balconies. Exterior walls should be free of graffiti.

(c) **Steps (front and rear):** should be clean and free of hazards.

(d) **Sidewalks:** should be clean and free of hazards

(e) **Storm Doors:** should be clean. Windows and screens should be cleaned and properly stored.

(f) **Parking lot:** should be free of abandoned cars. There must be no car repairs in the lots.

(g) **Hallways:** should be clean and free of hazards.

(h) **Stairwells:** should be clean and uncluttered.

(i) **Laundry areas:** should be free of debris, motor vehicle parts, and flammable materials.

(E) "ADDITIONAL LITERATURE"

If indicated by an (x) below, the Authority has provided the Tenant with the following pamphlet or information;

- | | | | |
|--------------------------|------------------------|--------------------------|------------------------------|
| <input type="checkbox"/> | Pet Policy | <input type="checkbox"/> | Standard Maintenance Charges |
| <input type="checkbox"/> | Lead Paint Poisoning | <input type="checkbox"/> | Landlord/Tenant Registration |
| <input type="checkbox"/> | Housekeeping Standards | <input type="checkbox"/> | Truth in Renting |

NOTE: Violation of any house rule which materially affects health or safety or which reduces the value of the property of the Housing Authority of Camden constitutes material non-compliance with the lease and can result in an eviction action.

Head of Household

Date

(F) STATEMENT FOR RECEIPT OF INFORMATION

I/We have received a copy of the above information including "The Danger of Lead Poisoning to Homeowners" and "The Danger of Lead Poisoning to Renters". The above information has been thoroughly explained to me. I/We understand the possibility that lead based paint may exist in my unit.

By the signature(s) below I/we also acknowledge that the provisions of Part II of this Lease Agreement have been thoroughly explained to me and I/we agree to be bound by its provisions and conditions as written. I/we further understand that the amounts reflected at II(c), "Other Charges" may periodically change and that all Tenants will be given at least 30 days advanced notice of such change.

The above preceding paragraph should not be construed to constitute a waiver of any legal right or claim resulting from the presence of any lease or common area.

Tenant: _____

Tenant: _____

DATE: _____

Tenant: _____

Tenant: _____

DATE: _____

MANAGER: _____

DATE: _____

WITNESS: _____

OFFICE
ADDRESS: _____

HOURS: _____

TELEPHONE NUMBER: _____

EMERGENCY TELEPHONE NUMBER
(609) 966-0549

Monday through Friday after 4:30 P.M.,
Weekends and Holidays

(G) LISTING OF CFR CITATIONS

Leasing and Grievance: Final Rules

24 CFR 966.4

Overview of Lease and Grievance Regulation

24 CFR 966.4

HUD Handbook 7465.1, REV-2, Chapter 4

Tenant's Opportunity for Comment

24 CFR 966.3

Identification of Party and Premises

24 CFR 966.4 (a)

Payments Due under Lease

24 CFR 966.4 (b)

Rent Determination

24 CFR 966.4 (c)

Tenant's Right to Occupancy

24 CFR 966.4 (d)

PHA'S Obligations

24 CFR 966.4 (e)

Tenant's Obligations

24 CFR 966.4 (f)

Tenant Maintenance

24 CFR 966.4 (g)

Defects Hazardous to Life, Health or Safety

24 CFR 966.4 (h)

Tenant-Caused Damage

24 CFR 966.4 (h)

Preoccupancy and Pre-termination Inspections

24 CFR 966.4 (i)

Entry of Premises During Tenancy

24 CFR 966.4 (j)

Notice Procedures

24 CFR 966.4 (k)

Termination of Lease

24 CFR 966.4 (L-1)

Grounds for PHA Termination

24 CFR 966.4 (L-2)

Lease Termination Notice Requirements

24 CFR 966.4 (L-3)

Grievance Hearing Needed

24 CFR 966.4 (L-3)

Grievance Hearing Not Needed

24 CFR 966.4 (L-3c(v))

Eviction by Court Action

24 CFR 966.4 (L-4)

Eviction for Criminal Activity

24 CFR 966.4 (L-5(i))

Notice to Post Office of Eviction for Criminal Activity

24 CFR 966.4 (L-5(ii))

Right to Examine PHA Documents before Grievance Hearing or Trial

24 CFR 966.4 (M)

Grievance Procedures

24 CFR 966.4 (N)

Provisions for Modifications

24 CFR 966.4 (O)

Signature Clause

24 CFR 966.4 (P)

Accommodation of Person with Disabilities

24 CFR 966.7

Ceiling Rents: Purpose

HUD Notice PIH 92-8(PHA); Subject: Ceiling Rents in Public Housing, dated February 7, 1992

PHA Authority to Set Ceiling Rents

HUD Notice PIH 92-8(PHA); Subject: Ceiling Rents in Public Housing, dated February 7, 1992

Setting Ceiling Rents

HUD Notice PIH 92-8(PHA); Subject: Ceiling Rents in Public Housing, dated February 7, 1992

Ceiling Rent: Based on Dwelling Units

HUD Notice PIH 92-8(PHA); Subject: Ceiling Rents in Public Housing, dated February 7, 1992

Ceiling Rent: Time Limitation

HUD Notice PIH 92-8(PHA); Subject: Ceiling Rents in Public Housing, dated February 7, 1992

Requirements of ACC

Fair Housing Amendments Acts of 1988 (Amends Title VIII of Civil Rights Act of 1968)

Assignment of Units

Fair Housing Amendments Acts of 1988 (Amends Title VIII of Civil Rights Act of 1968)
Handicap Nondiscrimination 504 Regulations, effective 7/11/88

**Camden Housing Authority
FY 2001 Public Housing Drug Elimination Program Plan**

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant **\$510,938**
- B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R X
- C. FFY in which funding is requested 2001
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

The Camden Housing Authority will continue to employ a two-pronged strategy of aggressive law enforcement at its sites while also undertaking prevention programs for the youth. CHA will continue its security resource mix in 2000 to include more CHA security personnel and resident tenant patrols. In the prevention area, CHA will continue to focus on after-school programs to provide alternate positive activities in recreation and culture, and to ensure that all its youth stay in school and/or learn employable skills for job placement and retention. Further MIS reporting and tracking systems linking the police and other law enforcement activities with the new internal computer databases will be undertaken. An outside evaluation component will continue to provide feedback for measuring outcomes and monitoring quality assurance so that timely changes can be made as necessary with the program, as part of the 5-year framework.

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)
Ablett Village	306	1,184
Clement Branch Village	279	458
Chelton Terrace	200	278
John F. Kennedy Tower	99	92
McGuire Gardens	229	267
Mickle Tower	104	96
Roosevelt Manor	268	988

Royal Court Townhouses	93	128
Westfield Tower	103	100

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ 12 Months _____ 18 Months _____ 24 Months X Other _____

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an "x" by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place "GE" in column or "W" for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995	x \$582,250	NJ39DEP0100195	\$0		----
FY 1996	x \$582,250	NJ39DEP0100196	\$0		----
FY 1997	x \$582,240	NJ39DEP0100197	\$0		10/2000
FY 1998	x \$602,240	NJ39DEP0100198	\$453,146		02/2001
FY 1999	x \$490,247	NJ39DEP0100199	\$490,247		10/2001
FY 2000	x \$510,938	NJ39DEP0100100	\$510,938		12/2002

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

The Camden Housing Authority will continue to employ a two-pronged strategy of aggressive law enforcement at its sites while also undertaking prevention programs for the youth. After an assessment of outcomes from its off-duty police-based efforts, CHA will shift its security resource mix in 2001 to include more CHA security personnel, including residents, and voluntary tenant patrols. Broad goals and objectives for security, and tenant patrol line items include: 1) Improve resident security satisfaction by 10% as measured on the annual DEP and REAC surveys In the prevention area; 2) Increase reporting efficiencies by 30%; 3) Reduce crime incidences in major categories by 5% (note: improved reporting may initially raise crime incident data). In the drug prevention area, CHA will continue to focus on after-school programs to provide alternate positive activities in recreation and culture, and to ensure that all its youth stay in school and/or learn employable skills for job placement and retention. Major performance goals and objectives include: 1) Return high-school dropouts by 15%; 2) Improve school attendance by 10%; 3) Improve grades on report cards by one letter; 4) Increase parental and extended family involvement in school activities by 15%. Further MIS reporting and tracking systems linking the police and other law enforcement databases with the new internal computer and the school tracking databases will be undertaken. Partners will include private security firms, Board of Education, Department of Recreation, and non-governmental organizations in cultural and job employment opportunities.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2001 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 – Reimbursement of Law Enforcement	\$0
9120 - Security Personnel	\$150,000
9130 – Employment of Investigators	\$0
9140 - Voluntary Tenant Patrol	\$50,000
9150 - Physical Improvements	\$0
9160 - Drug Prevention	\$210,938
9170 - Drug Intervention	\$25,000
9180 - Drug Treatment	\$0
9190 - Other Program Costs	\$75,000
TOTAL PHDEP FUNDING	\$510,938

C. PHDEP Plan Goals and Activities

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9120 - Security Personnel					Total PHDEP Funding: \$150,000		
Goal(s)	Reduce resident fears of lack of security in their daily living						
Objectives	1) Improve resident security satisfaction by 10% as measured on the annual DEP and REAC surveys in the prevention area; 2) Increase reporting efficiencies by 30%; 3) Reduce crime incidences in major categories by 5% (note: improved reporting may initially raise crime incident data).						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Provide additional security presence at each target site			Oct. 1, 2001	Sept. 30, 2002	\$150,000	\$100,000 (CGP)	Resident Security Satisfaction; Increased reporting efficiencies; reduced crime incidents

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$50,000		
Goal(s)	Reduce resident fears of lack of security in their daily living						
Objectives	1) Improve resident security satisfaction by 10% as measured on the annual DEP and REAC surveys In the prevention area; 2) Increase reporting efficiencies by 30%; 3) Reduce crime incidences in major categories by 5% (note: improved reporting may initially raise crime incident data).						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Recruit, train, and deploy residents at selected sites	288	Elderly	Oct. 1, 2001	Sept. 30, 2002	\$50,000	\$10,000 Private/Community	Resident Security Satisfaction; Increased reporting efficiencies; reduced crime incidents

9160 - Drug Prevention					Total PHDEP Funding: \$210,938		
Goal(s)	Provide alternative models to the drug culture for youth and their families						
Objectives	1) Return high-school dropouts by 15%; 2) Improve school attendance by 10%; 3) Improve grades on report cards by one letter; 4) Increase parental and extended family involvement in school activities by 15%.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Continue after-school mentoring and activities programs		Youth and Heads of Households	Oct. 1, 2001	Sept. 30, 2001	\$210,938	\$250,000 City/Co.	Decrease drop-out pop.; school attendance; grades; family involvement

9170 - Drug Intervention					Total PHDEP Funding: \$25,000		
Goal(s)	Improve family viability by breaking chain of drug dependence						
Objectives	Identify and remove barriers for 10% of target population						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Assess needs and provide intervention		Youth, Heads of	Oct. 1,	Sept. 30, 2002	\$25,000	\$30,000 City/ Co.	Number of successful referrals

referrals		Households, and Elderly	2001			State	
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9190 - Other Program Costs					Total PHDEP Funds: \$75,000		
Goal(s)	Improve reporting and tracking systems for more timely and effective program decision-making						
Objectives	Increase timeliness and accuracy of reporting and tracking data by 100%						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.Continue design and implementation of DEP MIS			Oct. 1, 2001	Sept. 30, 2002	\$75,000	\$50,000 CGP	Timeliness and accuracy of reporting and tracking data

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9120	Activity 1	\$ 37,500	Activity 1	\$ 75,000
9140	Activity 1	\$ 12,500	Activity 1	\$ 25,000
9160	Activity 1	\$ 52,735	Activity 1	\$105,469
9170	Activity 1	\$ 6,250	Activity 1	\$ 12,500
9190	Activity 1	\$ 18,750	Activity 1	\$ 37,500
TOTAL		\$127,735		\$255,469

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

COMMENTS RECEIVED ON THE CAMDEN AGENCY PLAN AND RESPONSES TO THESE COMMENTS

Comments Received before the Public Hearing from the RAB

Comment: The RAB agrees with the CHA initiating site-based waiting lists; however, the RAB requests that tenant screening remain a part of the application and screening process. The RAB requests that CHA have a tenant screening committee in place by December 31, 2000. The RAB is open to implementing site-based tenant screening committees.

Response: The CHA agrees with the RAB that tenant screening will remain a part of the application and screening process. The CHA will work diligently toward the goal of establishing a tenant screening committee.

Comment: The RAB recommends that CHA adopt a discretionary policy for income exclusions and deductions and incorporates by reference its comments submitted on January 12, 2000. The RAB also urges CHA to maintain a minimum rent of \$0. The RAB also urges CHA maintain a minimum rent of \$0 in the Section 8 voucher program also.

Response: CHA does not believe this would be a fiscally prudent suggestions to adopt at this time. On the other hand, we note that our ACOP already excludes the income of all full-time students over the age of 18 (excluding heads of households) except for the first \$480 which offsets the deduction for that individual. CHA believes by allowing the hardship exemption, we are guaranteeing a housing opportunity to all applicants.

Comment: The RAB reserves the right to comment on the final Section 8 Administrative Plan. The RAB also requests the CHA to lift the 120-day cap on the term of vouchers.

Response: CHA General Counsel forwarded a copy of the Section 8 Administrative Plan to the RAB. The RAB was afforded the opportunity to comment on the Plan. CHA has elected to continue the 120-day cap and will continue to allow exemptions in special circumstances. We believe the cap provides controls and allows the Section 8 department the ability to track the status of applicants.

Comment: The RAB agrees with CHA's plans to designate Kennedy Tower as a senior only building as long as there are no involuntary transfers of existing non-elderly tenants, CHA creates more handicap accessible units, and ensures that the

housing needs of disabled persons are met. The RAB recommends the designation of Westfield Tower and Mickle Tower as senior only with the same caveats.

Response: CHA realizes that some non-voluntary transfers will have to take place; however, we will keep them to a minimum. It is not the intent of the CHA to relocate all non-elderly from Kennedy Tower. A handicap accessible needs survey will be conducted and the CHA will respond accordingly. At this time, the CHA has not decided if it intends to designate Westfield Tower and Mickle Tower.

Comment: The RAB urges CHA to implement a Section 8 Homeownership program within 2 years.

Response: Given the administrative demands currently on the housing authority, CHA will not initiate a Section 8 Homeownership program in year 2001. CHA appreciates the RAB's request of the program being instituted within 2 years. The CHA is still in the process of reviewing the final rule; therefore a timeframe cannot be determined at this time.

Comment: The RAB requests exemptions from the Community Service Policy for 18-years old high school students and full-time college students.

Response: CHA agrees with the recommendation from the RAB.

Comment: In opposition to CHA's intent to grandfather the implementation of the new pet policy for existing pets, the RAB cited New Jersey caselaw *Young v. Savinon*, 201 N.J. Super. 1 (1985) in which (landlord estopped from enforcing new lease provision on pets when landlord knew that tenant previously had a pet.)

Response: The CHA is researching the law concerning such circumstances. No decision has been reached.

Comment: There were questions as to why the Camden Housing Authority would allow the residents to have pets.

Response: CHA had to develop the pet policy in compliance with HUD's final rule which establishes the right of all HA residents to have pets. The Authority has written the policy to comply with HUD's mandate while at the same time respecting the rights of residents who do not have pets.

Comment: Concern was raised about pets being in common areas, i.e. hallways, laundry rooms, and community rooms.

- Response:** The CHA pet policy has strict guidelines with regard to areas that pets are allowed in. The policy forbids any pet from being in any common area.
- Comment:** Concern was raised about pets drawing insects and rodents and how the Housing Authority planned to handle this
- Response:** The CHA will continue to perform unit inspections and annual pet inspections which will afford us the opportunity to monitor the care of the pets. Any resident found in violation of the guidelines regarding care will be addressed according to the policy. The CHA will provide extermination services to anyone requesting them or when the CHA discovers a need.
- Comment:** How long does it take the CHA to act on a violation of the pet policy? How many warnings, notices does a resident receive before they can be forced to remove the pet from the premises.
- Response:** The CHA has the right to act immediately on any violation of the pet policy. The CHA does not have to offer any warnings or previous notices. This ability to act quickly provides quick cure and allows for the rights of non-pet owners to also be protected.
- Comment:** Will the dwelling lease have to be changed again?
- Response:** Yes. The CHA must revise the lease and ACOP to include the pet policy and community service policy. The documents will be revised for implementation on January 1, 2001. Residents will sign the lease at their scheduled annual re-certification.
- Comment:** Who is going to be responsible for weighing the pets allowed by the pet policy?
- Response:** The CHA will provide this service.
- Comment:** What about the residents who are allergic to pets. What are their rights?
- Response:** The CHA has written the pet policy to comply with the HUD mandate and to also protect the rights of non-pet owners. No pets are allowed in any common areas.

Comments Received at the Public Hearing

- Comment:** Resident feels fee's to have a pet are to high, they are already in Public Housing, how will they be able to afford a pet?
- Response:** The CHA is in no way trying to place any financial burden on our residents. CHA has established these fees by comparing the fees of other PHAs and calculating the additional maintenance and administrative services that will be incurred. The CHA believes its fees to be fair and they are in line with what HUD allows.
- Comment:** Resident states that allowing pets is unfair to people that do not like them. What if they are not on leashes, and pet owners are not responsible for their pet? Apartments are to close together to allow pets.
- Response:** The implementation of a pet policy is a HUD mandate. All PHAs must develop and implement a plan. The CHA has written the policy to protect both pet owners and non-pet owners. Pets are not allowed to be off leashes in any are other than inside the home of the resident.
- Comment:** Resident states that a pet can be helpful and comforting to seniors.
- Response:** The CHA agrees with this comment
- Comment:** Resident suggests all pet owners be confined to live on the same floor of the high rises.
- Response:** The CHA does not agree with this suggestion. The cost and inconvenience of moving everyone with pets would be excessive and it is not fair to the residents with pets.
- Comment:** A statement was made that Kennedy Tower should be seniors only with the exception of handicap persons, etc.
- Response:** CHA intends to seek senior designation for Kennedy Tower in FY 2001
- Comment:** It was suggested that a meeting be held to help explain the ges to the lease, especially with the seniors.
- Response:** CHA agrees with this recommendation and will schedule meetings to explain the revised lease.
- Comment:** A suggestion that residents should be a part of selecting the tenant selection committee was made.

Response: CHA agrees with this recommendation

HOUSING AUTHORITY OF THE CITY OF CAMDEN

COMMUNITY SERVICE POLICY

1. Proposed regulations were published in the 4/10/99 Federal Register.
As
Stated in the final rule “Changes to Admission and Occupancy Requirements in the Public Housing and Section 8 Housing Assistance Programs” published in the Federal Register on 3/29/2000 the community service requirement is effective and must be implemented.
2. As residents are allowed a 30-day review period with regard to Housing policies, the policy will be made available as of 9/1/2000. Approval of the policy by the Board will be sought at the October 2000 board meeting. Implementation of this policy will be effective 1/1/2001 as set forth in the 3/29/2000 Federal Register.
3. Each non-exempt adult Public Housing (PH) 18 years and older must provide at least eight hours per month of community service or participate in an economic self-sufficiency program.
 - A. Exempt residents include:
 1. Adults who are 62+
 2. Adults with disabilities (to the extent that the disability makes the person unable to comply with the community service requirement)
 3. Adults working, according to 407(d) of the Social Security Act
 4. Persons participating in a Welfare to Work Program
 5. Persons exempt from work requirements under state Welfare to Work Program
 6. 18 year old high school students
 7. Full time college students
4. Families paying Flat Rent are not exempt even though they are only required to be certified every three years. Therefore, PHA’s must still monitor the community service requirement, or exemption from such requirement, every year.

5. Community service can be provided to CHA owned property or to the community at large. However, service to the CHA can not replace the work of CHA employees. CHA departments in which they may provide community service are as follows:
 1. Property Management
 2. Homemaker Services
 3. DEP
 4. Security & Public Safety
6. The CHA may administer this process themselves, link residents with agencies seeking volunteers, or contract with a third party.
7. Participation in an economic self-sufficiency program counts towards community service. These programs are as follows:
 1. EDSS Program
 2. Success Learning Center Classes
 3. Activities that are designed to encourage, assist, train, or facilitate economic independence
 4. Apprenticeships, job readiness training, substance abuse and mental health counseling and treatment, english proficiency, household budgeting, credit counseling
8. Compliance will be determined annually. If tenants do not comply, they will have an additional 12 months to make up the needed hours. Continued non-compliance will result in eviction.

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

**Annual Statement
Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number FFY of Grant Approval: 2000

Original Annual Statement Revised: July 26, 2000

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$ -
2	1406 Operations	\$ 350,000
3	1408 Management Improvements	\$ 405,000
4	1410 Administration	\$ 563,000
5	1411 Audit	\$ -
6	1415 Liquidated Damages	\$ -
7	1430 Fees and Costs	\$ 546,804
8	1440 Site Acquisition	\$ -
9	1450 Site Improvement	\$ -
10	1460 Dwelling Structures	\$ 661,779
11	1465.1 Dwelling Equipment-Nonexpendable	\$ -
12	1470 Non-Dwelling Structures	\$ 1,690,747
13	1475 Non-Dwelling Equipment	\$ 25,000
14	1485 Demolition	\$ -
15	1490 Replacement Reserve	\$ -
16	1492 Moving To Work Demonstration	\$ -
17	1495.1 Relocation Costs	\$ -
18	1498 Mod Used for Development	\$ 1,121,036
19	1502 Contingency	\$ 273,576
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 5,636,942
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	\$ -

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: (01/2001)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	\$ -
2	1406 Operations	\$ -
3	1408 Management Improvements	\$ 683,500
4	1410 Administration	\$ 313,000
5	1411 Audit	\$ -
6	1415 Liquidated Damages	\$ -
7	1430 Fees and Costs	\$ -
8	1440 Site Acquisition	\$ -
9	1450 Site Improvement	\$ -
10	1460 Dwelling Structures	\$ 315,588
11	1465.1 Dwelling Equipment-Nonexpendable	\$ -
12	1470 Nondwelling Structures	\$ 1,975,101
13	1475 Nondwelling Equipment	\$ 13,500
14	1485 Demolition	\$ -
15	1490 Replacement Reserve	\$ -
16	1492 Moving to Work Demonstration	\$ -
17	1495.1 Relocation Costs	\$ -
18	1498 Mod Used for Development	\$ 1,436,856
19	1502 Contingency	\$ 140,000
20	Amount of Annual Grant (Sum of lines 2-19)	\$ 4,877,545
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
<u>Administration & Planning</u>			
Administration	Technical Salaries & Fringes	1410.0	\$260,000
	Non-Technical Salaries & Fringes	1410.0	\$53,000
<u>Management Improvements</u>	Management Improvements	1408.0	\$290,000
	Staff Training on HUD Regulation Changes	1408.0	\$50,000
	Computer Upgrade	1408.0	\$13,500
	Computerization	1475.0	\$13,500
<u>Physical Improvements</u>			
NJ10-1 Branch Village	Community Facility Construct Community Facility	1470.0	\$735,494
NJ10-3 Roosevelt Manor	Community Facility Construct Community Facility	1470.0	\$739,607
NJ10-5 Chelton Terrace	Design/Build Phase II - Construction	1498.0	\$1,436,856
	Litigation Settlement Buena Litigation Settlement	1460.0	\$315,588
Authority-Wide	Construct Maintenance Facility	1470.0	\$500,000
	Contingency	1502.0	\$140,000
<u>Resident Initiatives</u>	Grant Writer	1408.0	\$50,000
	Resident Training	1408.0	\$175,000
	Housekeeping		
	Home-maker		
	Trades		
	Entrepreneurial		
	Conferences		
	Youth Program	1408.0	\$105,000
	Urban Rangers - 23 Participants		

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)
<u>Administration & Planning</u>		
Administration	Mar-03	Sep-04
Management Improvement	Mar-03	Sep-04
<u>Physical Improvements</u>		
NJ10-1 Branch Village	Mar-03	Sep-04
NJ10-3 Roosevelt Manor	Mar-03	Sep-04
NJ10-5 Chelton Terrace	Mar-03	Sep-04
Authority-Wide	Mar-03	Sep-04
<u>Resident Initiatives</u>	Mar-03	Sep-04

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ10-1	Branch Village			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Annual Statement Initiatives			\$ 735,494	2001
A/E Services			\$ 202,414	
A/E Services for Dwelling Unit Modernization				2002-2003
Site			\$ 805,637	
Reconfigure Streets			\$ 803,000	2002-2003
Upgrade Sidewalks, Drainage & Landscaping				2002-2003
Building Envelope				
Clean, Repair and Point Deteriorated Masonry			\$ 224,000	2002
Dwelling Units				
Repair Plaster Walls and Paint Apartments			\$ 279,000	2003-2004
Replace Kitchen Cabinets, Counters & Sink			\$ 976,500	2003-2004
Install Floor			\$ 558,000	2003-2004
Add Closet Doors			\$ 312,000	
Total estimated cost over next 5 years			\$4,881,591	

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ10-2	Ablett Village			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
ANNUAL STATEMENT INITIATIVES - YEAR ONE			\$0	2001
A/E Services				
A/E Services			\$ 347,129	2004
Site				
Reconfigure Rear Yard Parking and Alleys			\$ 520,000	2005
Reconfigure Parking Lots & Entry Drive			\$ 520,000	2005
Building Envelope				
Construct Pitched Roof			\$ 1,713,600	2004-2005
Replace Apartment Entry & Screen Doors			\$ 368,000	2005
Clean, Repair and Point Masonry			\$ 244,800	2005
Replace Windows			\$ 734,400	2005
Dwelling Units				
Patch/Repair Plaster Walls			\$ 40,000	2005
Replace Interior Sills at Bathroom Windows			\$ 36,000	2005
Replace Ceramic Tile at Bathroom Surround			\$ 12,500	2005
Community Facility				
Upgrade Community Building & Reconfigure Entry			\$ 150,000	2005
Total estimated cost over next 5 years			\$ 4,686,429	

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ10-3	Roosevelt Manor		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Annual Statement Initiatives		\$ 739,607	2001
A/E Services		\$ 88,914	
A/E Services			2002-2003
Site		\$ 803,000	
Reconfigure and Add Streets		\$ 803,000	2002-2003
Upgrade Sidewalks, Drainage & Landscaping			2002-2003
Building Envelope			
Clean, Repair and Point Deteriorated Masonry		\$ 215,000	2002
Dwelling Units			
Add Closet Doors		\$ 391,200	2004
Install Floor		\$ 268,000	2004
Patch/Repair Plaster Walls		\$ 48,000	2004
Total estimated cost over next 5 years		\$ 3,341,583	

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ10-5	Chelton Terrace		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Annual Statement Initiatives		\$ 1,752,444	2001
Design/Build			
Phase II - Construction		\$ 909,213	2002
Phase II - Asbestos Removal		\$ 200,611	2002
Total estimated cost over next 5 years		\$ 2,741,232	

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ10-7	Kennedy Tower			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Annual Statement Initiatives			\$ 0	2001
A/E Services				
A/E Services			\$ 38,480	2003
Site				
Reconfigure Parking, Sidewalks, Landscaping			\$ 200,000	2003
Dwelling Units				
Install Additional Phone Jacks			\$ 10,000	2003
Install Additional Emergency Call Button			\$ 15,000	2003
Public Areas				
Upgrade Public Areas			\$ 256,000	2003
Total estimated cost over next 5 years			\$ 519,480	

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ10-8	Westfield Tower			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Annual Statement Initiatives			\$ -	2001
A/E Services				
A/E Services			\$ 45,312	2003
Site				
Reconfigure Parking, Sidewalks, Landscaping			\$ 215,000	2003
Dwelling Units				
Install Additional Phone Jacks			\$ 10,400	2003
Install Additional Emergency Call Button			\$ 16,000	2003
Public Areas				
Reconfigure Main Entry			\$ 112,000	2003
Upgrade Public Areas			\$ 213,000	
Total estimated cost over next 5 years			\$ 625,752	

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ10-10	Mickle Tower			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Annual Statement Initiatives			\$ 0	2001
A/E Services				
A/E Services			\$ 46,352	2003
Site				
Reconfigure Parking, Sidewalks, Landscaping			\$ 200,000	2003
Dwelling Units				
Patch and Paint Walls and Ceilings			\$ 103,000	2003
Install Additional Phone Jacks			\$ 10,400	2003
Install Additional Emergency Call Button			\$ 16,000	2003
Public Areas				
Upgrade Public Areas			\$ 250,000	2003
Total estimated cost over next 5 years			\$ 611,712	

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

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ10-13	Authority-Wide Project		
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (HA Fiscal Year)
Annual Statement Initiatives		\$ 390,000	2001
Contingency Fund		\$ 1,289,146	2002-2005
Administration		\$ 1,920,000	2002-2005
Management Improvements		\$ 750,000	2002-2005
Staff Training		\$ 250,000	2002-2005
Resident Initiatives			
Grant Writer		\$ 200,000	2002-2005
Resident Training		\$ 700,000	2002-2005
Youth Program		\$ 420,000	2002-2005
Total estimated cost over next 5 years		\$ 5,050,000	

Camden Housing Authority Definition of Substantial Deviation

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, objectives, or plans of the agency and which requires formal approval of the Board of Commissioners.

HOUSING AUTHORITY DWELLING LEASE ADDENDUM

This addendum is being executed in accordance of the Dwelling Lease to govern Pet Ownership in Public Housing. As applicable, Section 526 of the Quality and Work Responsibility Act of 1998 (Public Law 105-276, 112 Stat. 2451, 2568 (the Public Housing Reform Act of 1998) added new section 31 (captioned “Pet Ownership in Public Housing”) to the United States Housing Act of 1937. Section 31 establishes pet ownership requirements for tenants of public housing other than federally assisted rental housing for the elderly or persons with disabilities. Section 227 of the Housing-Rural Recovery Act of 1983 (12 U.S.C. 1701r-1) (the 1983 Act) covers pet ownership requirements for the elderly or persons with disabilities. This rule does not alter or affect these regulations in any way, nor would the regulation in Section 227 of the 1983 Act apply in any way to Section 31 of the 1937 Act. Section 31 of the 1937 Act is being implemented by adding a new subpart G to 24 CFR Part 960. The following policies must be complied with for pet ownership in the HA:

Section I. PET POLICY

- A. Pet ownership: A tenant may own one or more common household pets or have one or more common household pets present in the dwelling unit of such tenant, subject to the following conditions:
1. Each Head of Household may own up to two pets and a separate fee and deposit is required for each pet. If one of the pets is a dog or cat, (or other four legged animal), the second pet must be a hamster, gerbil, turtle or other pet normally contained in a small cage or an aquarium for fish. Each bird or other animals, other than fish, shall be counted as one pet.
 2. If the pet is a dog or cat, it must be neutered/sprayed, and cats must be declawed. Evidence or neutering/spraying can be provided by a statement/bill from veterinarian and/or staff of the humane society. The Tenant must provide waterproof and leak proof litter boxes for cat waste, which must be kept inside the dwelling unit. Cardboard boxes are not acceptable and will not be approved. The Tenant shall not permit refuse from litter boxes to accumulate

nor to become unsightly or unsanitary. Also, the weight of a cat cannot exceed 10 pounds (fully grown).

3. If the pet is a bird, it shall be housed in a birdcage and cannot be let out of the cage at any time.
4. An aquarium for fish must be twenty gallons or less, and the container must be placed in a safe location in the unit. The Tenant is limited to one container for the fish; however, there is no limit on the number of fish that can be maintained in the container as long as the container is maintained in a safe and nonhazardous manner.
5. If the pet is a dog, it shall not weigh more than 20 pounds (fully grown).
6. If the pet is a cat or dog, it must have received rabies and distemper inoculations or boosters, as applicable. Evidence of inoculations can be provided by a statement/bill from veterinarian or staff of the humane society.
7. All pets must be housed within the unit and no facilities can be constructed outside of the unit for any pet. No animal shall be permitted to be loose and if the pet is taken outside it must be taken outside on a leash and kept off other Tenant's lawns.
8. All authorized pet(s) must be under the control of an adult. An unleashed pet, or one tied to a fixed object, is not under the control of an adult. Pets which are unleashed, or leashed and unattended, on HA property will be impounded and taken to the local Humane Society. It shall be the responsibility of the Tenant to reclaim the pet and at the expense of the Tenant. Also, if a member of the HA staff has to take a pet to the Humane Society the Tenant will be charged \$50.00 to cover the expense of taking the pet(s) to the Humane Society.
9. Pet(s) may not be left unattended for more than twenty-four consecutive hours. If it is reported to HA staff that a pet(s) has been left unattended for more than a twenty-four (24) consecutive hour period, HA staff may enter the unit and remove the pet and transfer the pet to the humane society. Any expense to remove and reclaim the pet from any facility will be the responsibility of the Tenant.
10. Pet(s), as applicable, must be weighed by HA staff prior to execution of the lease agreement. The pet will be weighed at the following location, and the Tenant agrees to transport the pet to the stated location:

Note:

Any pet that is not fully grown will be weighed every six months. Also, any pet that exceeds the weight limit at any time during occupancy will not be an eligible pet and must be removed from HA property.

- B. Responsible Pet Ownership: Each pet must be maintained responsibly and in accordance with this pet ownership lease addendum and in accordance with all applicable ordinances, state and local public health, animal control, and animal anti-

cruelty laws and regulations governing pet ownership. Any waste generated by a pet must be properly and promptly disposed of to avoid any unpleasant and unsanitary odor from being in the unit.

- C. Prohibited Animals: Animals that are considered vicious and /or intimidating will not be allowed. Some examples of animals that have a reputation of a vicious nature are: reptiles, rottweiler, Doberman pinscher, pit bulldog, and/or any animal that displays vicious behavior. This determination will be made by a HA representative prior to the execution of this lease addendum.
- D. Pet(s) shall not disturb, interfere or diminish the peaceful enjoyment of other tenants. The terms, “disturb, interfere or diminish” shall include but not be limited to barking, howling, chirping, biting, scratching and other like activities. The Housing Manager will terminate this authorization, if a pet disturbs other tenants under this section of the lease addendum. The Tenant will be given one week to make other arrangements for the care of the pet.
- E. If the animal should become destructive, create a nuisance, represent a threat to the safety and security of other Tenants, or create a problem in the area of cleanliness and sanitation, the Housing Manager will notify the tenant, in writing, that the animal must be removed from the Public Housing Development. The written notice will contain the date by which the pet must be removed and this date must be complied with by the Head Of Household. This date will be immediate if the pet may be a danger or threat to the safety and security of other tenants. The Tenant may request a hearing, which will be handled according to the HA’s established grievance procedure. Provided, however, the pet must be immediately removed from the unit upon notice during the hearing process if the cause is because of safety and security.
- F. The Tenant is solely responsible for cleaning up the waste of the pet within the dwelling and on the grounds of the public housing development. If the pet is taken outside it must be on a leash at all times. If there is any visible waste by the pet it must be disposed of in a plastic bag, securely tied and placed in the garbage. If the HA staff is required to clean any waste left by a pet, the Tenant will be charged \$25.00 for the removal of the waste.
- G. The Tenant shall have pets restrained so that maintenance can be performed in the apartment. The Tenant shall, whenever an inspection or maintenance is scheduled, either be at home or shall have all animals restrained or caged. If a maintenance person enters an apartment where an animal is not restrained, maintenance shall not be performed, and the Tenant shall be charged a fee of \$25.00. If this same situation again occurs, the pet shall be removed from the premises. Pets that are not caged or properly restrained will be impounded and taken to the local Humane Society. It shall be the responsibility of the Tenant to reclaim the pet at the expense of the Tenant. Also, if a

member of the HA staff has to take a pet to the Humane Society the Tenant will be charged an additional \$50.00 to cover the expense of taking the pet(s) to the Humane Society. The housing authority shall not be responsible if any animal escapes from the residence due to maintenance, inspections or other activities of the landlord.

Section II. SCHEDULES

FEE AND DEPOSIT SCHEDULE (A fee and deposit is required for each pet)

Type of Pet	Fee	Deposit
-Dog	\$50.00	\$50.00
-Cat	\$25.00	\$25.00
-Fish Aquarium	\$25.00	\$25.00
-Fish Bowl (Requires no power and no larger Two gallons)	0	\$ 0
-Caged Pets	\$25.00	\$25.00

The entire fee and deposit (subject to the exception listed below) must be paid prior to the execution of the lease addendum. No pet shall be allowed in the unit prior to the completion of the terms of this pet policy. It shall be a serious violation of the lease for any tenant to have a pet without proper approval and without having complied with the terms of this policy. Such violation shall be considered to be a violation of paragraph iv (1) of the lease.

If the deposit is more than \$100.00, the head of household may elect to pay \$100.00 at the time of the signing of this addendum and make \$50.00 per month payments until the total deposit is paid. The fee shall not be reimbursed, and the deposit made shall be utilized to offset damages caused by the pet. Any balance, if any, from the deposit will be refunded to the tenant.

RESIDENT ACKNOWLEDGEMENT

After reading and/or having read to me this lease addendum I, _____
agree to the following: (Print Name)

I agree to abide by the requirements outlined in this lease addendum for pet ownership and to keep the pet(s) in accordance with this lease addendum.

I agree and understand that I am liable for any damage or injury whatsoever caused by pet(s) and shall pay the landlord or applicable party for any damages or injury caused by the pet(s). I also realize that I should obtain liability insurance for pet ownership and that paying for the insurance is my responsibility.

I agree to accept full responsibility and will not hold liable (indemnify) the landlord for any claims by or injuries to third parties or their property caused by my pet(s).

I agree to pay a non-refundable fee of \$_____ to cover some of the additional operating cost incurred by the HA. I also understand that this fee is due and payable prior to the execution of this lease addendum.

I agree to pay a refundable pet deposit of \$_____ to the HA. If the pet deposit exceeds \$100.00, the deposit may be paid with an initial payment of \$100.00, and the additional amount due in increments of \$50.00 per month for _____ consecutive months. The \$50.00 is due and payable with my rent and other charges. If I fail to make the total payment due, which shall include the pet deposit payment, rent and other charges, my lease will be terminated in accordance with the provisions of the dwelling lease and collection policy. The Fee and Initial Deposit must be paid prior to the execution of this lease addendum. The pet deposit may be used by the Landlord at the termination of the lease toward payment of any rent or toward payment of any other costs made necessary because of Tenant's occupancy of the premises. Otherwise, the pet deposit, for any balance remaining after final inspection, will be returned to the Tenant after the premises are vacated and all keys have been returned.

I agree and understand that violating this lease addendum will result in the removal of the pet(s) from the property of the HA and that I may not be allowed to own any type of pet in the future while being an occupant of the HA.

Head of Household Signature

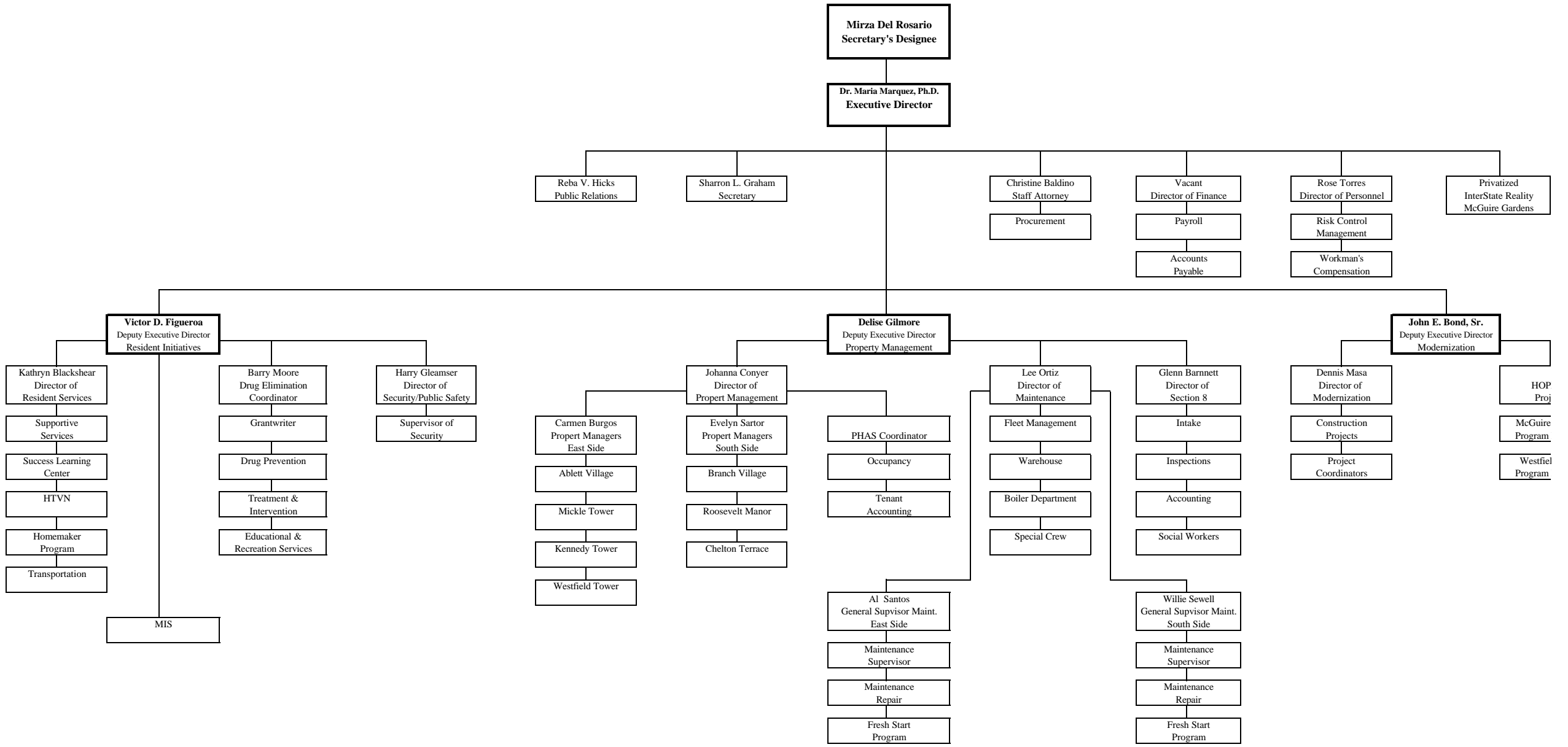
Date

Housing Authority Representative Signature

Date

Housing Authority of the City of Camden

Organizational Chart



E VI
ects

Gardens
Manager

ld Acres
Manager

SUMMARY OF COMMUNITY SERVICE POLICY

In accordance with HUD mandate, the Camden Housing Authority (CHA) has developed a Community Service Policy. The Policy was made available for 30-day public review and comment period as of September 1, 2000. Review meetings were held with the City-wide Resident Advisory Board and their legal counsel. The first meeting was held on September 13, 2000. The second meeting was held on September 27, 2000. A Public Hearing was conducted on October 13, 2000. The Policy was presented at the Camden Housing Board Meeting on November 3, 2000.

The CHA will implement the Community Service Policy as of January 1, 2001. All HUD guidelines regarding the policy have been incorporated into the policy. The following are the areas addressed in the policy:

1. The indication of the HUD regulation requiring the Community Service Policy
2. Resident Exemptions
3. Community service opportunities in the CHA
4. Economic self-sufficiency programs accepted for community Service requirement
5. Compliance verification by the CHA
6. Opportunity to cure

The CHA will employ a Community Service Coordinator to track and enforce the Policy. This employee will notify all residents of their required service, track their performance, notify them of their violation, and provide opportunity for cure. The Coordinator will also inform the property management department of any households that are in violation of the policy.

The CHA is thoroughly committed to providing safe, decent and sanitary housing for all of our residents while at the same time maintaining full compliance with all HUD mandates.

SUMMARY OF PET POLICY

In accordance with HUD mandate, the Camden Housing Authority (CHA) has developed a Pet Policy. The Policy was made available for 30-day public review and comment period as of September 1, 2000. Review meetings were held with the City-wide Resident Advisory Board and their legal counsel. The first meeting was held on September 13, 2000. The second meeting was held on September 27, 2000. A Public Hearing was conducted on October 13, 2000. The Policy was presented at the Camden Housing Board Meeting on November 3, 2000.

The CHA will implement the Pet Policy as of January 1, 2001. All HUD guidelines regarding the policy have been incorporated into the policy. The following are the areas addressed in the policy:

1. Number of pet allowances
2. Veterinarian requirements for all pets
3. Size requirements for all pets
4. Allowable areas for all pets
5. Prohibited areas for all pets
6. Required maintenance of all pets
7. Prohibited animals
8. Tenant responsibility
9. Fee and deposit schedule
10. Violations

The CHA will monitor the implementation of this policy. The condition of the pets' care will be examined annually and during unit inspections, the general welfare of the animals will be verified. The CHA will enforce the policy as written. It is the intent of the CHA to afford residents the opportunity to own pets while at the same time respect the rights of non-pet owning residents.

The CHA is thoroughly committed to providing safe, decent and sanitary housing for all of our residents while at the same time maintaining full compliance with all HUD mandates.