

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

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# PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005  
Annual Plan for Fiscal Year 2001

HOUSING AUTHORITY OF THE CITY OF GARFIELD  
GARFIELD, NEW JERSEY

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

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the City of Garfield

**PHA Number:** NJ034

**PHA Fiscal Year Beginning:** 04/2001

### 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:

*The Housing Authority of the City of Garfield will provide clean, safe, affordable well maintained housing for the residents of our community free from discrimination, and help them improve the quality of their lives by creating and supporting opportunities for their economic independence, educational growth and personal fulfillment.*

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)

- PHA Goal: Improve the quality of assisted housing  
Objectives:
  - Improve public housing management: (PHMAP/PHAS score) 93.67 achieve and maintain a high performer standing under the Public Housing management Assessment Program.
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction: achieve and maintain a passing score on the PHAS resident survey.
  - Concentrate on efforts to improve specific management functions: improve response times to emergency work order requests (i.e. improve current PHAS score of D on this indicator to an A within one year , then maintain that grade over the five year plan period).
  - Renovate or modernize public housing units: in our modernization plan under the new Capital Fund, concentrate on revitalizing the 100 units at our Golden Towers development (344).
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs: (see "other" below)
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other:
    - In cooperation with Bergen County, NJ, expand our current joint Family Self sufficiency program by increasing the number of program participants by 10% and by increasing the number of participants achieving homeownership by 10%.

**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:  
Our required analysis of family incomes at our family developments showed that there is not now a concentration of poverty at either of our family developments; should we in the future discover such a concentration, we will deal remedy it. We currently plan to prevent such a concentration. (see Deconcentration Policy)
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: (see Deconcentration Policy)
- Implement public housing security improvements: (see PHDEP Plan)
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities): the Authority plans to designate its Golden Towers (34-4) and Belmont Gardens (34-6) developments as "elderly or elderly disabled only."
- 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:decrease the number of TANF families in our developments by 10% through their moving from dependence to employment
  - Provide or attract supportive services to improve assistance recipients' employability: continue the current computer education program for residents, and supportive services for our elderly; increase additional services if funding becomes available.
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities: specifically begin an elderly housekeeping support program.
  - Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:

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

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

**Annual PHA Plan  
PHA Fiscal Year 2001**

[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 (PHAS Management Score of 27.1)**
- 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.

*On October 21, 1999, HUD issued 24 CFR Part 903, Public Housing Agency Plans; Final Rule. This Rule eliminates the requirement for an Executive Summary as part of the Agency Plans.*

**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

*On October 21, 1999, HUD issued 24 CFR Part 903, Public Housing Agency Plans; Final Rule. This Rule eliminates the requirement for a Table of Contents as part of the Agency Plans.*

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### Attachments

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

#### Required Attachments:

- Admissions Policy for Deconcentration (NJ034a01)
- FY 2001 Capital Fund Program Annual Statement (nj034b02)
- Statement of Progress in Achieving Goals and Objectives (nj034e01)
- Statement on PH Resident Community Service Requirement (nj034f01)
- Statement of Pet Policy (nj034g01)
- Statement of Resident Membership on the PHA Governing Board (nj034h01)
- Statement of Membership on the PHA Resident Advisory Board (nj034i01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan (nj034c02)
- Public Housing Drug Elimination Program (PHDEP) Plan (nj034d02)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

### Supporting Documents Available for Review

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



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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
NA	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
NA	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
X	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

**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.

*NOTE: In preparing this year's Annual Plan, the Garfield Housing Authority reviewed the new Bergen County Consolidated Plan, FY 2000-2004. That Plan made use of the 1990 census Data. Because the analysis below was based on that same date, and since there is no new data in the new Bergen County Consolidated Plan, we have not modified our analysis from last year's annual plan, and repeat it below as still substantially representing circumstances in our community.*

The Housing Authority of the City of Garfield is in Bergen County, New Jersey. Because there is no Consolidated Plan for Garfield proper, this PHA relied on the analysis of jurisdictional needs in the *Consolidated Plan for Bergen County* in preparing the chart below and on the *CHAS Dataset*.

The number of households in Bergen County as indicated in the *CHAS Dataset* was 308,795 in 1990. Our most recent estimate of the population of Garfield is 27,054 people. Since no hard data is available for all the indicated categories as they apply to Garfield separately, this PHA has based its responses on a calculation and interpolation to arrive at estimates for the data categories below. It has estimated the population of Bergen County as 2.3 times the number of households. It has taken the percent of Garfield's population as a percentage of the estimated population of Bergen County to create a "reduction ratio" by which it can estimate needs in Garfield itself. Garfield has four(4) percent of the county's population; therefore, we have used numbers based on that percentage to reduce the county figures by that ratio amount to establish an estimated need for Garfield proper.

In order to further estimate the numbers below, we used the percentages of each population on our waiting list to estimate the numbers of such populations in our city. We assume that our lists reflect the needs of our low-income residents, since so many of them rely on us. We have also adjusted our estimates based on our experience in our community. Our result is clearly not exact, but when combined with the analysis of the PHA's waiting lists, it gives a reasonable estimate of housing needs upon which this plan may be based.

Further, this PHA has also reviewed the *Consolidated Plan Executive Summary* for comparison with our own experience in Garfield. In formulating our responses to the rating characteristics below, we have made our responses based on our experience in Garfield combined with the data clearly stated in the county *Consolidated Plan*. We

believe, therefore, that we have been able to arrive at a reasonable assessment of housing needs in our jurisdiction, although not an exact one.

Lastly, based on our review of the county *Consolidated Plan* we have adjusted our its housing needs strategy under Part C. of this item to accommodate those observations in the *Consolidated Plan* for the county.

NOTE: The *Consolidated Plan for Bergen County* gives its data in "numbers of households" and in "percentages of households" rather than in numbers of people. The numbers offered below follow that convention, modified as we indicated above. Thus, where the *Consolidated Plan* indicates 79,735 low-income households in Bergen County, we indicate below 4% of that number or 3,189 households.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	482	5	5	4	3	4	2
Income >30% but <=50% of AMI	995	5	5	4	2	3	2
Income >50% but <80% of AMI	1712	4	4	3	1	2	2
Elderly	1798	4	4	3	3	3	2
Families with Disabilities	64	4	5	4	5	3	2
Black (non Hisp.)	321*	4	4	4	3	3	2
Hispanic	417	5	4	3	3	4	2
Asian	159	2	3	3	3	2	2
White	2152	3	3	3	3	3	2

- Our experience indicates that the number of black families is probably less than this calculation. Our client base is overwhelmingly white.

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: 2000-2004
- 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) MTCS

## 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.

***NOTE: The Housing Authority of the City of Garfield has no Section 8 Programs.***

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	171		Less than 5 %
Extremely low income <=30% AMI	28	16	
Very low income (>30% but <=50% AMI)	52	30	
Low income (>50% but <80% AMI)	91	54	
Families with children	72	42	
Elderly families	96	56	
Families with Disabilities	3	2	
Black	9	5	
Hispanic	37	22	
White	125	73	
Other	0	0	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
0 BR	47	28	
1BR	56	33	
2 BR	32	19	
3 BR	33	19	
4 BR	7	4	
5 BR	0	0	
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)? 1 Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### 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: we are already at a minimum unit turnaround time we will maintain.
- Reduce time to renovate public housing units: we are already at a minimum unit turnaround time we will maintain.
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration

- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

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

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available

- Other: (list below)  
Address identified needs for elderly residents who require supportive services as they age in place; specifically, pursue funding to establish an assisted care facility at one of our current sites by converting existing elderly units.

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints



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

Our authority has observed a need among its elderly residents for supplemental services we believe could best be met by an assisted living facility at one of our developments. We would consider converting all or part of a floor in our building to achieve this. The need for such a facility is not adequately met for low-income elderly in Garfield

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>	<b>\$1,181,770</b>	
a) Public Housing Operating Fund	199,249	
b) Public Housing Capital Fund	838,000	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	0	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	104,256	
g) Resident Opportunity and Self-Sufficiency Grants	0	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
h) Community Development Block Grant	0	
i) HOME	0	
<b>Other Federal Grants (list below)</b>	<b>100,000</b>	
Tenant Opportunities Grant (TOP)	100,000	Supportive Services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	<b>134,982</b>	
CGP	0	
PHDEP	0	
TOP	95,500	Supportive Services
EDSS	0	
<b>3. Public Housing Dwelling Rental Income</b>	<b>1,563,450</b>	
<b>4. Other income (list below)</b>	<b>87,900</b>	
Excess utilities	42,000	Housing Operations
Nondwelling rentals	6,960	Housing Operations
Investment income	16,740	Other
Other operating receipts	20,000	Housing Operations
<b>5. Non-federal sources (list below)</b>		
<b>6. Reserves</b>	<b>192,757</b>	Other
<b>Total resources</b>	<b>\$3,634,209</b>	

### **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: top five families on the list.
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

1. How many site-based waiting lists will the PHA operate in the coming year? 5

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? Five
3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists? Three
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

### **(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

### **(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)
  - Resident choice: (state circumstances below)

Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site based waiting lists  
If selected, list targeted developments below:
  
- Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
  
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
  
- Other (list policies and developments targeted below)

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

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

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

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

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

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

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete subcomponent 3B.

Unless otherwise specified, all questions in this section apply only to the tenantbased section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenantbased 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 tenantbased assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)



**(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

**(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.

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

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

**(5) Special Purpose Section 8 Assistance Programs**

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

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

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

- Through published notices
- Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

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

A minimum rent hardship exemption 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?

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

The Garfield Housing Authority has established flat rents that may some cases be less than thirty percent of a residents adjusted income.

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

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

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

e. Ceiling rents

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

Yes for all developments

- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

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

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

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

Describe the voucher payment standards and policies

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached. (see attachment NJ034e01)
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	456	Less than 5%
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	456	Less than 5%

Other Federal Programs(list individually)		
EDSS	305	Less than 5%
TOP	50	Less than 5%

### 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)

- Public Housing Admission and Occupancy Policy
- Procurement Policy
- Personnel Policy
- Rent Collection and Eviction Policy
- One Strike and You're Out Policy
- Maintenance Manual
- Criminal Trespass Policy

(2) Section 8 Management: (list below)

## 6. PHA Grievance Procedures

[24 CFR Part 903.79(f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

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

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



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

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure longterm 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 (nj034b02).

-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: (nj034c02)

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

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

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

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

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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.)

<b>Demolition/Disposition Activity Description</b>
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: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

## **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

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Golden Towers
1b. Development (project) number:	NJ0344
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:	<u>06/30/01</u>
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
<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	Belmont Gardens
1b. Development (project) number:	NJ0346
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: <u>06/30/01</u>
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: 135 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.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway

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

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

**B. Section 8 Tenant Based Assistance**

1.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy

and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (l)]

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

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

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

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

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families



- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

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

If no, list steps the PHA will take below:

### C. Welfare Benefit Reductions

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

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

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

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

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

1. Which developments are most affected?

- Pulaski Court (NJ034-1)
- Marzitelli Court (NJ034-2)

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

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

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

Our authority has established a police substation at Marzitelli Court, and carries out additional police patrols there and at its other developments as part of its PHDEP strategy and program.

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

Pulaski Court family development (341)  
Marzitelli Court family development (342)

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

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

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

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

Marzitelli Court is primarily affected, but the increased police presence affects and benefits all of our developments.

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Filename: NJ034d01)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHAMUST select one)
- Attached at Attachment (File name):
- Provided below:

#### **Garfield Housing Authority Resident Comments on the FY 2001 Annual Plan**

A public meeting on the Garfield Housing Authority Fiscal Year 2001 Annual Plan was held on January 4, 2001. Eight-four residents were in attendance. Below are their comments and the responses of the Garfield Housing Authority (GHA) to those comments.

1. Felip Podolak – Belmont Gardens  
Felip asked about raising the security stipend for residents who monitor cameras at Belmont Gardens.

#### Response

The GHA explained that the Grant was changed from a competitive to a formula based funding process. This resulted in a budget cut to each authority. The GHA in turn cut our budget across the board accordingly.

2. Katherine Greco – Belmont Gardens  
Katherine requested new stoves for Belmont Gardens.

#### Response

Stoves for Belmont Gardens are in the GHA 5-year budget. However, emergency boilers Pulaski Court had to be taken care of as a priority. The stoves will be replaced as soon as possible.

3. Eva Lutings – Pulaski Court  
Eva requested new front and rear exterior doors, new storm doors and windows.

#### Response

The GHA recognizes that they are old. We will be looking into the cost and this is a major expense. There are 171 units here. We have put a sample on apt. #1 at Daniel P. Conte Court. Residents should take a look at it when they get a chance and let the authority know how they like it. In the meantime, if anyone has excessive drafts, they should call the maintenance number. The GHA will weatherproof it for residents.

4. Mary Sue Verga – Pulaski Court

Mary Sue indicated that the floors in building #12 are sagging.

Response

The GHA will inspect apartments in that building to see the extent of the problem and what remedies to take.

5. Kelly Hogan – Marzitelli Court

Kelly would like to see a card access system installed for the front entrance to her building.

Response

The GHA will meet with contractors to find out the feasibility and cost of such an installation.

6. Jay Hostick – Daniel P. Conte Court

Jay said residents would like a sofa and TV for their community room.

Response

The GHA is addressing this item “as we speak” and it should be completed shortly.

There were no other resident comments on the Fiscal Year 2001 Annual Plan.

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

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

**NOTE:** the residents at the GHA have petitioned the mayor and city council of Garfield to have future residents on the GHA Board elected by the residents.

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: Bergen County , New Jersey
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)

The FY 2000-2004 Bergen County Consolidated Plan makes several observations that directly address how programs at the Garfield Housing Authority carry forward initiatives included in the Consolidated Plan. The Consolidated Plan directly applauds several Garfield Housing Authority programs that are an integral part of the county's housing strategy.

The Consolidated Plan points out the shortage of affordable housing in Bergen County. It points out that while the quantity of affordable housing has increased two percent (2%) in recent years, the number of families needing such housing has increased four percent (4%), or at twice that rate. (p.28)

The Consolidated Plan also observes, "Bergen County has a tremendous affordable housing need for both non-homeless and homeless populations.... It is incredibly expensive to live in the New York City area. Bergen County is no exception to this." (p. 45)

"In virtually all of the consultation and needs hearings held, housing was the #1 priority ... particularly for the following: elderly, frail elderly, severe mental illness, domestic violence victims, developmentally disabled, and physically disabled.... Elderly housing was the overwhelmingly stated need.... Additionally, there is a housing need for smaller families, particularly female headed households." (p. 49)

Later in its Plan, Bergen County mentions several specific Garfield initiatives.

It repeats the Garfield HA's mission statement. (p. 73)

It summarizes Garfield HA's goals and objectives. (p. 77)

It indicates that the Garfield HA participates in the Bergen County American Dream Program, and specifically cites residents at Pulaski Court and Marzitelli Court developments that have participated in the program. (p. 82)

It indicates that the Garfield HA "contracts with Easter Seals of New Jersey to provide services to their elderly residents in their senior buildings.... Garfield also participates in the County's Senior Services

lunch program” The Consolidated Plan also references the Garfield HA greenhouse project as an effort at community development.(p. 85)

Through its public housing program, the Housing Authority of the City of Garfield directly address the Bergen County need for affordable housing for the elderly, for families with special needs, and for small families headed by women. In addition, despite its modest size and limited budget, the GHA has a developed other laudable programs which the County applauds in its Consolidated Plan, and that address the housing, social, and developmental needs of its residents.

Other: (list below)

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

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

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

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

1. Any alteration of the Authority’s *Mission Statement*;
2. Any change or amendment to a stated Strategic Goal;
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met;
4. Any introduction of a new Strategic Goal or a new Strategic Objective;
5. Any alteration in the Capital Fund Program Annual Plan that affects an expenditure greater than ten percent (10%) of the CFP Annual Budget for that year.

In setting the above criteria, the Garfield Housing Authority intends by “Strategic Goal” and “Strategic Objective” specifically those items under those headings in its *5-Year Plan.*, (pp. 1-4.)

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

The Garfield Housing Authority has also reviewed the requirements set out in HUD Notice PIH 99-51. It here incorporates the several additional criteria established by

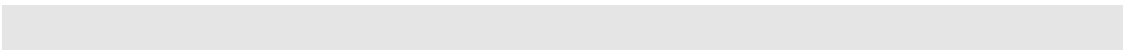
HUD for “substantial deviation” and “significant amendment or modification” to its Agency Plan. The GHA will also consider the following events to require a public process before amending such changes to its Agency Plan.

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

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

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

## Attachments

- NJ034a01. Policy for the Deconcentration of Poverty
  - NJ034b02. FY 2000 Capital Fund Program Annual Statement
  - NJ034c02. FY 2000 Capital Fund Program 5 Year Action Plan (HUD-52834)
  - NJ034d02. Public Housing Drug Elimination Program (PHDEP) Plan Template
  - NJ034e01 Statement of Progress in Achieving Goals and Objectives
  - NJ034f01 Statement on PH Resident Community Service Requirement
  - NJ034g01 Statement of Pet Policy
  - NJ034h01 Statement of Resident Membership on the PHA Governing Board
  - NJ034i01 Statement of Membership on the PHA Resident Advisory Board
- 

**NJ034a01.            *POLICY for the DECONCENTRATION of POVERTY***

The Housing Authority of the City of Garfield will not concentrate very low-income families in any public housing development or in any single building within a development. For this purpose, very low-income families also include other families with extremely low incomes.

This Authority will annually review its waiting lists and the census tracts in which it has public housing units in order to determine if they reveal an unacceptable concentration of impoverished families. If such a concentration is determined, the authority will take steps consistent with the policy stated below to remedy that inequity.

Where an inequity has been discovered in the distribution of impoverished families within its jurisdiction or on its waiting list, this PHA will take steps to remove that concentration of poverty by bringing higher income families into its lower income developments and lower income families into its higher income developments.

Among the strategies this authority may consider in attempting to remedy any discovered inequity are the following:

- 1). It may skip certain income families on its waiting list to reach other families with a lower or higher income, as may be required to achieve better income distribution balance in its developments. This authority will apply such skipping uniformly and fairly.
  
- 2). It may make concerted efforts to aid lower-income families to increase their income through offering incentives. These incentives may include but are not required to be or limited to the following:
  - a) Providing self sufficiency activities to improve resident employability;
  - b) Providing permissive deductions from annual income and other permissive deductions to public housing resident as allowed by law. If offered, these options will be spelled out in detail as an amendment to this policy;
  - c) Providing individual savings accounts to families who select income-based rents;
  - d) Establishing a rent structure that encourages deconcentration of poverty;
  - e) Providing certain admissions preferences, such as those for working families;
  - f) Providing additional applicant consultation and information;
  
  - g) And providing additional supportive services or amenities.

In pursuing this policy of deconcentration of poverty where a family receiving TANF assistance is concerned, this authority will pursue every reasonable recourse to coordinate its efforts to provide incentives to families that are consistent with programs administered by the office administering TANF responsibilities in its jurisdiction.

This PHA will pursue this policy of deconcentration of poverty in a way that affirmatively furthers fair housing, and that ensures for both our applicants and our residents an equitable treatment devoid of discrimination.

NJ034b02.

**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: NJ3903450201

FFY of Grant Approval: 04/2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$50,000
3	1408 Management Improvements	71,000
4	1410 Administration	83,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	44,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	585,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	5,000
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>\$838,000</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	26,000
24	Amount of line 20 Related to Energy Conservation Measures	150,000

NJ034b02.

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
<b>1. NJ34-1 General Pulaski Court</b>	1. Heating upgrade to Bldgs #13, #14 and maintenance room	1460	<b>\$150,000</b> 150,000
<b>2. NJ34-4 Golden Towers</b>	1. Elevator upgrade 2. Upgrade building exterior	1460 1460	<b>\$330,000</b> 130,000 200,000
<b>3. NJ34-6 Belmont Gardens</b>	1. Elevator upgrade	1460	<b>\$105,000</b> 105,000
<b>4. HA-wide Non-dwelling Equipment</b>	1. Upgrade computer hardware	1475	<b>\$5,000</b> 5,000
<b>5. Operations</b>	1. Use portion of funds for operating costs	1406	<b>\$50,000</b> 50,000
<b>6. Management Improvements</b>	1. Upgrade computer software 1. Staff training 2. Resident economic development 3. Pay security guard 4. Executive director & commissioner state mandated training	1408 1408 1408 1408 1408	<b>\$71,000</b> 5,000 15,000 15,000 26,000 10,000



<b>7. HA-wide Administration</b>			<b>\$83,000</b>
	1. Pay part of executive Director, Deputy Director & Principal Clerk's salary for CFP work	1410	83,000
<b>8. Fees &amp; Costs</b>			<b>\$44,000</b>
	1. A/E fees for all work items requiring A/E services	1430	35,350
	2. Consultant fees for all work done in connection with administration of CFP	1430	8,650
	<b>Grand Total</b>		<b>\$838,000</b>

**NJ034b02.**

**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)
1. NJ334-1 General Pulaski Court	9/30/2002	12/31/2003
2. NJ34-4 Golden Tower	9/30/2002	12/31/2003
3. NJ34-6 Belmont Gardens	9/30/2002	12/31/2003
4. Management Improvements	9/30/2002	12/31/2003

NJ034c02.

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

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
NJ 34-1	General Pulaski Court			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. New gutters & Leaders (9 buildings)			65,000	2002
2. Concrete Work (partial)			50,000	2002
3. New entrance doors			70,000	2002
4. Replace siding & pitch overhangs			130,000	2003
5. Site improvements			40,000	2003
6. Refrigerators & stoves (partial replacement)			40,000	2003
7. Upgrade apartment interior lighting			15,000	2003
<b>Total estimated cost over next 5 years</b>			<b>\$410,000</b>	

NJ034c02.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>NJ 34-2</b>	<b>Marzitelli Curt</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1. Upgrade parking lot</b>		<b>35,000</b>	<b>2002</b>
<b>2. New entrance doors</b>		<b>45,000</b>	<b>2002</b>
<b>3. Paint apartments and common areas</b>		<b>40,000</b>	<b>2003</b>
<b>4. Site improvements</b>		<b>10,000</b>	<b>2003</b>
<b>5. Refrigerators &amp; stoves (partial replacement)</b>		<b>15,000</b>	<b>2003</b>
<b>6. Upgrade apartment &amp; common area lighting</b>		<b>10,000</b>	<b>2003</b>
<b>Total estimated cost over next 5 years</b>		<b>\$155,000</b>	

NJ034c02.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>NJ 34-3</b>	<b>Daniel P. Conte Court</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1. New entrance doors</b>		<b>50,000</b>	<b>2002</b>
<b>2. Paint apartments</b>		<b>50,000</b>	<b>2003</b>
<b>3. Site improvements</b>		<b>10,000</b>	<b>2003</b>
<b>4. Refrigerators &amp; stoves (partial replacement)</b>		<b>35,000</b>	<b>2003</b>
<b>5. Upgrade apartment &amp; common area lighting</b>		<b>10,000</b>	<b>2003</b>
<b>6. Heating &amp; hot water upgrade, including structures (5 buildings)</b>		<b>\$300,000</b>	<b>2005</b>
<b>7. Upgrade administration building</b>		<b>\$25,000</b>	<b>2003</b>
<b>Total estimated cost over next 5 years</b>		<b>\$480,000</b>	

NJ034c02.

<b>Optional 5-Year Action Plan Tables</b>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>NJ 34-4</b>	<b>Golden Towers</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1. Install window balancers</b>			<b>50,000</b>	<b>2002</b>
<b>2. Upgrade lobby</b>			<b>50,000</b>	<b>2002</b>
<b>3. Site improvement</b>			<b>10,000</b>	<b>2003</b>
<b>4. Install sprinkler system</b>			<b>200,000</b>	<b>2004</b>
<b>5. Paint apartments &amp; common areas</b>			<b>80,000</b>	<b>2004</b>
<b>6. Refrigerators &amp; stoves (partial replacement)</b>			<b>30,000</b>	<b>2003</b>
<b>7. Upgrade apartment interiors</b>			<b>30,000</b>	<b>2003</b>
<b>8. Build storage garage</b>			<b>25,000</b>	<b>2004</b>
<b>9. Replace roof fans</b>			<b>50,000</b>	<b>2004</b>
<b>10. Replace convectors</b>			<b>235,000</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>			<b>\$760,000</b>	

NJ034c02.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>NJ 34-6</b>	<b>Belmont Gardens</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<b>1. Upgrade lobby</b>		<b>50,000</b>	<b>2002</b>
<b>2. Install new entrance door locks</b>		<b>20,000</b>	<b>2002</b>
<b>3. Resal building exterior &amp; concrete walls</b>		<b>85,000</b>	<b>2002</b>
<b>4. Improve ventilation system</b>		<b>65,000</b>	<b>2002</b>
<b>5. Repair structural cracks</b>		<b>110,000</b>	<b>2003</b>
<b>6. Remove oil tank</b>		<b>35,000</b>	<b>2004</b>
<b>7. Upgrade apartment interiors &amp; common area lighting</b>		<b>20,000</b>	<b>2004</b>
<b>8. Replace roof fans</b>		<b>50,000</b>	<b>2004</b>
<b>9. Tile all common areas</b>		<b>90,000</b>	<b>2004</b>
<b>10. New security wall</b>		<b>100,000</b>	<b>2005</b>
<b>Total estimated cost over next 5 years</b>		<b>\$625,000</b>	

NJ034c02.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>HA-Wide</b>	<b>All sites</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
<b>1. Purchase tractors (2)</b>			<b>25,000</b>
<b>2. Upgrade computer hardware</b>			<b>20,000</b>
<b>3. Replace stoves</b>			<b>85,000</b>
<b>Total estimated cost over next 5 years</b>			<b>\$130,000</b>

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
<b>HA-Wide</b>	<b>Management Improvements</b>		
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>
<b>1. Upgrade computer software</b>			<b>20,000</b>
<b>2. Staff training for new computer software</b>			<b>30,000</b>
<b>3. Resident economic development program</b>			<b>60,000</b>
<b>4. Executive director &amp; commissioner state-mandated training</b>			<b>40,000</b>
<b>5. Staff training (miscellaneous)</b>			<b>30,000</b>
<b>Total estimated cost over next 5 years</b>			<b>\$180,000</b>



**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 \$ 104,526
- 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 Housing Authority of the City of Garfield uses a comprehensive approach to drug prevention. A few of the activities include: a police substation on-site; increased police presence on an as needed basis; physical improvements; contracting with each of the 5 Resident Councils to provide resident monitoring of security camera systems, monitoring access to elderly highrise buildings, and administration of Voluntary Tenant Patrols; and prevention activities for youth such as, the intergenerational gardening program, after school programs, and youth sports.

**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)
Marzitelli Court (family)	48	121
Pulaski Court (family)	100	245
Daniel P. Conte Court (elderly)	70	70
Belmont Gardens (elderly)	134	147
Golden Tower (elderly)	100	102

**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 X 24 Months \_\_\_\_\_ Other \_\_\_\_\_

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### 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 1996 X	\$226,500	NJ39DEP0340196	0		
FY 1997 X	\$135,713	NJ39DEP0340197	0		
FY 1998 X	\$135,600	NJ39DEP0340198	0		
FY 1999 X	\$100,293	NJ39DEP0340199	\$29,526		12/30/00
FY 2000 X	\$100,293	NJ39DEP0340199	\$104,526		02/20/02

## 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 Garfield Housing Authority will continue to provide funding to their successful program that includes additional Police Patrols and an on-site Police Substation, weekend security patrols, and program coordination. Funding from other sources will continue to support the Voluntary Tenant Patrol, and the Intergenerational 4H Program. The broad goal is to provide stable, crime free housing to low-income elderly and families working towards self-sufficiency.

The program objectives include a 15% reduction in the number of calls for services to GHA property, increase the number of volunteers and hours spent patrolling by the volunteers by 15%, increase by 15% the participation rate of residents in various programs, and effectively manage the PHDEP programs. The Garfield Police is one of our key partners since they have established the substation as the offices for the DARE Officer and the Community Policing Department. One of our other important partners is Rutgers University’s Cooperative Extension Service that manages the 4H Clubs, provides volunteers to work with our program including a Master Gardener who is working on our two 4H Greenhouse Projects.

Besides tracking the city’s crime data and daily incident reports from the Police Department and Tenant Volunteer Patrol, we will also track the number and type of residents participating in each program, and the contracts with the Resident Associations will provide monthly reports on their programs.

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**B. PHDEP Budget Summary**

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

<b>FY 2001 PHDEP Budget Summary</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 - Reimbursement of Law Enforcement	\$44,976
9120 - Security Personnel	0
9130 - Employment of Investigators	0
9140 - Voluntary Tenant Patrol	\$7,280
9150 - Physical Improvements	\$0
9160 - Drug Prevention	\$1,500
9170 - Drug Intervention	0
9180 - Drug Treatment	0
9190 - Other Program Costs	\$50,770
<b>TOTAL PHDEP FUNDING</b>	<b>\$104,526</b>

**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.

<b>9110 - Reimbursement of Law Enforcement</b>					<b>Total PHDEP Funding: \$44,976</b>		
Goal(s)	Provide stable, crime free housing to low-income elderly and families working towards self sufficiency.						
Objectives	15% reduction in the number of calls for services to GHA property						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Additional Patrols, as needed			9/1/01	2/28/02	\$42,976	0	# calls for service, types of service calls, resident survey
2. Substation Equipment & Supplies			9/1/01	2/28/02	\$2,000	0	

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<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$7,280</b>		
Goal(s)							
Provide stable, crime free housing to low-income elderly and families working towards self sufficiency.							
Objectives							
Increase the number of volunteers and hours spent patrolling by the volunteers by 15%							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. P.T. Tenant Patrol Coordinator	315	315	9/1/01	2/28/02	\$7,280	0	# volunteer hours # volunteers types of incident reports resident surveys
2.							
3.							

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<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)	Provide stable, crime free housing to low-income elderly and families working towards self sufficiency.						
Objectives	Use CEPTD principles to help increase the security of residents while beautifying the environment.						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$1,500</b>		
Goal(s)	Provide stable, crime free housing to low-income elderly and families working towards self sufficiency.						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Misc. Program Supplies	100	366	9/1/01	2/28/02	1,500	0	# served, # & types activities

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

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<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$0</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$50,770</b>		
Goal(s)							
Provide stable, crime free housing to low-income elderly and families working towards self sufficiency.							
Objectives							
Effectively manage the PHDEP programs							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Program Coordinator Salary & benefits			9/1/01	8/30/02	\$48,770	0	Timeliness of reports & budget allocations
2. Training Conferences			9/1/01	8/30/02	\$2,000	0	

nj034d02.

### **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.

<b>Budget Line Item #</b>	<b>25% Expenditure of Total Grant Funds By Activity #</b>	<b>Total PHDEP Funding Expended (sum of the activities)</b>	<b>50% Obligation of Total Grant Funds by Activity #</b>	<b>Total PHDEP Funding Obligated (sum of the activities)</b>
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 3</i>		<i>Activity 2</i>	
9110	Activities 1, 2	\$21,000	Activity 1	\$42,976
9120		0		0
9130		0		0
9140	Activity 1	\$0	Activity 1	\$1,500
9150	Activity 1	\$0		
9160	Activity 1,2,3	\$750	Activity 1	\$1,000
9170		0		0
9180		0		0
9190	Activity 1, 2,3	\$25,000	Activity 1	\$50,770
<b>TOTAL</b>		\$46,750		\$96,246

### **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.”

**nj034e01. Statement of Progress in Achieving Goals and Objectives**

During the past year, the Garfield Housing Authority has made good progress in achieving the goals and objectives outlined in its Five-Year Agency Plan.

In its efforts to “improve the quality of assisted housing” the HHA has exceeded its goal. It received an advisory score of 9.1 on the resident survey section of the PHAS 2000 Advisory scores, which is above its targeted 8.0 score.

In its efforts to “provide an improved living environment” to its residents, the HHA has through its PHDEP program successfully funded police foot patrols to provide greater security for its residents developments.

Among the other goal and objectives it indicated in its Five Year Plan, the HHA has: (Roman numerals correspond to relevant sections of the HHA Five Year Plan).

- I. Established an adequate waiting list of 116 names.
- II. Exceeded the 90% goal of applicants accepting new apartments. About 96% of applicants accepted the first apartments offered to them.

All items under “resident site safety” have been completed.

Our PHAS advisory scores support that all objectives under improving “apartment conditions” were met.

- III.B. There have been no criminal violent or drug related evictions this year. The HHA has effectively dealt with its drug related and crime related goals.

- IV.A. The HHA has increased the number of working families by about five percent. The HHA currently has no families in residence on public assistance. Our effort to improve opportunity for residents is working.

- C. Rental income at the HHA has increased as people in families go to work.

- V. Increases in the cost of energy have made it difficult if not impossible for the HHA to meet its energy cost reduction goals.

- VII. The HHA has added all new computers, a new server, and new PH management software. It has also provided additional training for staff and purchased additional technical support for equipment maintenance

- VIII. All maintenance staff were sent to a boiler maintenance and state license program. All succeeded in meeting the licensing goals.



nj034f01. Statement on PH Resident Community Service Requirement

The Garfield Housing Authority has developed a Sample Community Service Policy that it has presented for review as part of its review of its FY2001 Annual Plan so that residents and the community can comment on the document in full.

The authority is currently in a state of transitions because it has a new executive director. The authority has established a committee of commissioners, housing residents and authority staff to review the proposed policy before finalizing the authority's specific plan for implementing this requirement.

We restate below some of the main features of our Pet Policy.

The Pet Policy amends the current lease for housing developments occupied by nonelderly and non-disabled residents and managed by the Garfield Housing Authority (the Authority). The Housing Authority of the City of Garfield has adopted in this policy "reasonable pet rules" that incorporate State and local laws governing pets that include inoculating, licensing, and restraining them. These rules provide sufficient flexibility to protect the right and privileges of other residents who choose not to own pets.

A common household pet is defined as a cat, dog, goldfish, tropical fish, canary, parakeet, or lovebird. A resident may have either a cat or a dog, and/or one fish tank or bowl, and/or one birdcage with no more than two birds. Before the Authority grants a resident permission to keep a pet in any of its developments, any and all pets must be registered with Authority management.

A refundable \$200.00 pet deposit must be paid at the time of submission of the "Pet Permit Application." If the pet application is approved, this amount will apply toward the resident's security deposit and will be held in an escrow account. The pet deposit is to be used to cover costs of damages or fumigation that may be required as the result of the pet ownership. The pet deposit will be refunded along with any accumulated interest, minus any applicable charges, within thirty (30) days after the resident vacates the unit or the pet is permanently removed from the unit. Also, a non-refundable nominal monthly fee may be assessed each pet owner to cover the costs associated with the implementation of this pet policy. The resident's liability for damages caused by his/her pet is not limited to the amount of the pet deposit. The resident will be required to reimburse the Authority for the real cost of any and all damages caused by his/her pet where they exceed the amount of the pet deposit.

A resident dog owner must pay a non-refundable nominal monthly pet maintenance charge of \$10.00 with the rent by the first of each month. The fee for a cat is \$5.00. Any dog or cat must be no less than six (6) months old and completely housebroken or litter box trained. Proof that the dog is already neutered or spayed must be furnished before the dog will be allowed to reside on Authority property. The proper municipal authority must license each dog. A dog or cat must always wear a collar that shows its license and owner's name and address. It must also wear a proper flea collar. Each year, the resident must show proof that the dog or cat has had proper pet inoculations, especially Parvo shots for distemper and rabies. This proof must be signed by a legally registered, practicing veterinarian.

A dog or cat must be on a leash at all times when outside of the owner's apartment unless it is in an approved locked pet carrier. Small dogs should be held and carried through the building even if on a leash. Dogs and cats must be exercised or curbed only in areas

specifically designated by the Garfield Housing Authority. A pet dog cannot be over 14 inches tall at the top of the shoulder or weigh over 25 pounds when it is considered fullgrown. No pet cat can be over eight (8) inches tall at the shoulders and weigh over 15 pounds.

No dog or cat may stay alone in an apartment more than two nights unless specific arrangements have been made with a responsible person to assure proper overnight care of the pet. All animal waste or litter from cat litter boxes shall be picked up by the pet owner and disposed of in sealed plastic trash bags and placed in trash bins. Cat litter shall be changed at least twice a week.

No monthly maintenance fee is required for residents owning a bird, unless a problem of health or safety should require it. No more than two (2) birds to a unit will be permitted—canaries, parakeets, or lovebirds only. No parrots! The birdcage must be no larger than three (3) feet high and two (2) feet wide. Cages must be cleaned daily and debris disposed of in a plastic bag to be put in a trash chute immediately. Birds may not be left alone in an apartment for over two (2) days unless the owner has made arrangements for their daily care.

In a facility where a resident does not pay for electricity, a non-refundable nominal monthly maintenance charge of \$2.00 for electric heat and pump use for a fish tank is to be paid with the rent each month. There will be no charge for a fishbowl that is less than one (1) gallon capacity. Only one fish tank is permitted to a dwelling unit. It must be no bigger than ten (10) gallon capacity size, or a resident may have one (1) large goldfish bowl no more than one (1) gallon capacity size. At a minimum, a fish tank must be cleaned monthly. A fish bowl must be cleaned weekly. Waste water from the tank or bowl must be disposed of in the apartment toilet. A fish owner will be responsible for any damage to plumbing or to other Authority property that results from clogging drains or water spillage caused by improper disposal of tank contents or by any leaks or breaks in tanks or feeder lines.

Pets must only go directly from their floor and down directly to the first floor, through the common area to the outside. They should return by the same route. Pets are not permitted on floors other than the first and on the floor of their own apartment. Pets are never permitted in another apartment or in common areas (i.e. office, community room, laundry room, lounge, or solarium). Pets are not permitted in hallways except for proceeding directly to the elevator or apartment when entering or exiting. Residents shall not alter the interior of their unit, patio, or balcony to create enclosure for an animal or bird.

**THE GARFIELD HOUSING AUTHORITY SHALL TAKE ALL NECESSARY ACTIONS UNDER LAW TO REMOVE ANY PET THAT CAUSES BODILY INJURY TO ANY RESIDENT, GUEST, VISITOR OR STAFF MEMBER.**

**VISITING PETS ARE NOT PERMITTED. THIS DOES NOT INCLUDE SERVICE ANIMALS THAT ASSIST PERSONS WITH DISABILITIES.**



**NJ034h01. Statement of Resident Membership on the PHA Governing Board**

The Garfield Housing Authority has a resident on its Board of Commissioners. Rosemarie Ribaldo was appointed to a five year term by the Garfield City Council in October, 1999.

The Resident Advisory Board (RAB) petitioned City Council to allow the RAB to elect future resident commissioners. This proposed selection process would allow resident input into the selection of a commissioner as required by HUD regulations.

**NJ034i01.**

**Statement of Residents on the Resident Advisory Board**

The Resident Advisory Board at the Housing Authority of the City of Garfield is composed of the presidents of our several resident councils. We have five such councils, one at each of our developments. Those presidents are as follows.

<u>Name</u>	<u>Office</u>	<u>Resident Council</u>
Mr. Felix Podolak	President	Belmont Gardens
Ms. Mildred Jackson	President	Golden Tower
Ms. Theresa Ward	President	Pulaski Court
Ms. Michele Diuro	President	Marzitelli Court
Ms. Jay Hastick	President	Daniel P. Conte Court

# PHA Plan Table Library

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

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

Capital Fund Grant Number:

FFY of Grant Approval:

Original Annual Statement

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

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

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



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

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

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

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

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



## Garfield Housing Authority

### nj034e02. Statement of Progress in Achieving Goals and Objectives

During the past year, the Garfield Housing Authority (GHA) has made good progress in achieving the goals and objectives outlined in its Five-Year Agency Plan.

In its efforts to “improve the quality of assisted housing,” the GHA has met most of its objectives. It remained a high performer under the most recent PHAS management performance indicator, it received its targeted passing grade on the PHAS resident survey, and it improved its score for response to emergency work orders to higher than a D.

In its effort to “increase assisted housing choices,” the GHA has implemented a cooperative program with Bergen County to increase the number of families in our joint family self-sufficiency program.

In its efforts to “provide an improved living environment” to its residents, the GHA has continued to avoid a need to implement its deconcentration of poverty policy by continuing to assure that there is no such concentration of poor families in any of our developments.

Under our PHDEP Program, the GHA has successfully funded police foot patrols to provide greater security for its residents, and also helped to provide a volunteer resident patrol. In addition, we have successfully expended all of our last year’s PHDEP funds in a timely and effective manner.

Finally, in its effort to “promote self-sufficiency and asset development,” the GHA has continued its successful computer education program for residents. In addition, it has begun in cooperation with Easter Seals a supportive services program for elderly residents. The Easter Seals program now functions in two of our three elderly developments. We will expand the program to our third development as part of this year’s program.