

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

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# PHA Plans

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

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

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

**PHA Plan  
Agency Identification**

**PHA Name: Rahway Housing Authority**

**PHA Number: NJ032**

**PHA Fiscal Year Beginning: 07/2001**

**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.

**X** The PHA's mission is:

**The Rahway Housing Authority is committed to providing quality, affordable housing that is decent and safe, to eligible families in this community. We strive to make the best use of all available resources so that our residents may live in an environment that is clean and attractive. Our goal is to manage our public housing units in a manner that is consistent with good, financially sound property management practices. By taking advantage of available community and government resources, we intend to provide our residents with opportunities for economic self-sufficiency as we can identify. We endeavor to instill pride and a desire for an enhanced quality of life for our residents and their families. We are committed to serving our residents and this entire community in a manner that demonstrates professional courtesy, respect and caring.**

**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.**

**X** PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies:

**X** Leverage private or other public funds to create additional housing opportunities:

- Acquire or build units or developments
- Other (list below)

**X** PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) **79.6**
- Improve voucher management: (SEMAP score)
- Increase customer satisfaction:
- Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

**X** 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:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

**X** PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups  
(elderly, persons with disabilities)
- Other: (list below)

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

**X** PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- X** Increase the number and percentage of employed persons in assisted families:
- X** Provide or attract supportive services to improve assistance recipients' employability:
- X** Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

**X** 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:
- X** 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)**

**Management Issues**

Goals:

1. Manage the Rahway Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performed.
2. Manage the Rahway Housing Authority (RHA) in a manner that results in full compliance with applicable statutes and regulations as defined by program audit finding.

Objectives:

1. HUD shall recognize the Rahway Housing Authority as not only a standard performer but a successful performer by December 31, 2002.
2. The RHA shall make our public housing units more marketable to the community as evidenced by maintaining our waiting lists even in the face of greater competition.
3. The RHA shall achieve and sustain an occupancy rate of 97% by December 31, 2000.
4. The RHA shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer friendly and fiscally prudent leader in the affordable housing industry.
5. All administrative staff of RHA shall be computer literate and successfully complete at least one computer class per year for at least three years in a row.
6. The RHA shall implement its asset management plan no later than December 31, 2003.
7. The RHA shall review all current contracts and/or agreements to determine if services justify the expense and an analysis to determine if the service is still necessary. Current outside service/maintenance agreements shall be reduced by at least \$1,000 per year on average for the next four years.
8. The RHA shall acquire at least \$25,000 of equipment each for the next 5 years to increase the efficiency of the employees in general in order to lower the cost to do a given unit of work.
9. The RHA shall hire summer help especially resident teenagers, at slightly higher than minimum wage to cut grass, releasing higher paid skillful maintenance workers to do more complicated tasks to improve the general conditions at the various sites.

**Expansion of the Housing Stock**

Goals:

Adapt the RHA's housing stock and program resources to more closely meet the housing needs and markets identified in our needs assessments.

Objectives:

1. The RHA shall apply for and obtain status as a redevelopment agency by December 31, 2002.
2. Locate at least two partners, non-profit or for-profit locally or nationally-based. These partners will work with us on the acquisition, improvement and/or development of additional housing opportunities for this target group.
3. The RHA as a redevelopment agency will become more savvy in its usage of finance and instruments made available by different sources.
4. The RHA, as a redevelopment agency, will actively pursue the acquisition of physical assets.
5. The RHA shall assist at least 3 families to move from renting to homeownership.

**Marketability**

Goals:

1. Enhance the marketability of the RHA's public housing units.
2. Make public housing the affordable housing of choice for the very low-income residents of our community.

Objectives:

1. The RHA shall convert four efficiency units to three one-bedroom units by December 31, 2004 in order to increase the marketability of our public housing units.
2. The RHA shall achieve a high level of customer satisfaction in this element of the Public Housing Assessment System.
3. The RHA shall remove all graffiti within 2 weeks of discovering it by December 31, 2001.
4. The RHA shall achieve proper curb appeal for its public housing developments by improving its landscaping, by keeping its grass cut, making the properties litter-free and other actions by December 31, 2001.
5. The RHA shall improve its roadside signage as funding becomes available.

## **Security**

### Goals:

1. Provide a safe and secure environment in RHA's public housing developments.
2. Improve resident and community perception of safety and security in the RHA's public housing developments.

### Objectives:

1. The RHA shall reduce crime in its developments by 5% by December 31, 2004.
2. The RHA shall reduce its evictions due to violations of criminal law by 10% by December 31, 2004 through aggressive screening procedures.
3. The RHA will aggressively pursue in its developments Residents Opportunity self-sufficiency Programs designed to help residents obtain meaningful employment thus lowering the propensity to loiter.

## **Tenant Based Housing**

Goal: The RHA shall advertise annually to reach out to prospective landlords.

### Objectives:

1. The RHA shall achieve and sustain a utilization rate of 97% by December 31, 2002.
2. The RHA shall attract 5 new landlords by December 31, 2003.
3. The RHA shall establish a program to help tenant based residents become homeowners by December 31, 2004.

## **Maintenance**

### Goals:

1. Maintain the RHA's real estate in a decent condition.
2. Deliver timely and quality maintenance service to the residents of the RHA.



Objectives:

1. The RHA shall have all of its units in compliance with the RHA standards by December 31, 2000.
2. The RHA shall create and implement a preventative maintenance plan by December 31, 2000.
3. The RHA shall create an appealing up-to-date environment in its developments by December 31, 2004.
4. The RHA shall achieve and maintain an average response time of 4 hours to emergency work orders by December 31, 2000.
5. The RHA shall achieve and maintain an average response time of 8 days to routine work orders by December 31, 2001.

**Equal Opportunity**

Goals:

1. Operate the RHA in full compliance with all Equal Opportunity laws and regulations and affirmatively further fair housing.
2. The RHA shall ensure equal treatment of all applications, residents, tenant-based participants, employees and vendors.

Objectives:

1. The RHA shall mix its public housing development populations as much as possible with respect to ethnicity, race, and income.

**Fiscal Responsibility**

Goals:

1. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices (GAAP).
2. Reduce dependency on federal funding.

Objectives:

1. The RHA shall operate so that income exceeds expenses every year.
2. The RHA shall maintain its operating reserves of at least \$650,000 between now and December 31, 2004.
3. The RHA shall strive to be a low cost provider of services by investing in equipment and improving the skill base of employees to become more efficient.
4. The RHA will reduce its dependence on HUD by hiring a Development Manager to raise at least \$25,000 per year for non-HUD sources by December 31, 2004.
5. The RHA shall raise funds from at least one non-HUD source by December 31, 2004.

**Public Image**

Goal: Enhance the image of public housing in our community.

Objectives:

1. The RHA will enhance the appearance of all its developments by improving fencing, concrete work, grass, landscaping, and signage by December, 2004.
2. The RHA leadership (this includes commissioners as well) shall speak to at least one civic, religious or fraternal group a year for the next five years to explain how important we are to the community.
3. The RHA shall ensure that there are at least 2 positive stories a year in the local media about the Housing Authority or one of its residents.
4. The RHA shall implement an outreach policy to inform the community of what good managers of the public's dollars the Housing Authority is by July 1, 2002.

**Supportive Services**

Goals:

1. Maintain access of public housing residents to services that support economic opportunity and quality of life.

2. Improve economic opportunity (self-sufficiency) for the families and individuals that reside in our housing.

Objectives:

1. The RHA will implement 2 new partnerships in order to enhance self-sufficiency services to our residents by December 31, 2001. This is dependent on obtaining the ROSS Grant.
2. Apply to at least two appropriate foundations for grant funds through the efforts of the Development Manager. These funds will allow us to expand our Quality of Life program and our Self-Sufficiency program.
3. The RHA will continue to effectively utilize its community rooms/buildings to provide resident services as measured by increasing their utilization by 5% by July 1, 2001.
4. The RHA will continue to have effective, fully functioning resident organization in every public housing development.
5. The RHA shall assist its resident organizations in strengthening their organizations and helping them develop their own mission statement goals and objectives by December 31, 2002.
6. The RHA shall work with the Board of Education to ensure an effective After School Program at the Family Development every year for the duration of this plan.

**Annual PHA Plan**  
**PHA Fiscal Year 2000**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Rahway Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements.

We have also adopted goals and objectives for the next five years. They are stated, in detail within The Five-Year Plan.

The Rahway Housing Authority is land-locked and building saturated. To meet the needs assessment both from our own waiting list experience as well as from the data collected from the 1990 Census and Union County's Consolidated Plan, new dwellings on new land would need to be acquired. Real Estate development is a long-term commitment that depends upon long-term returns to make the investment worthwhile. Development of housing stock similar to what RHA has now depends upon subsidies, which currently cannot be counted upon as HUD "soul searches" the path it wants to take in the near and long term.

It is no longer "business as usual" in Washington, D.C. They are unsure of their continued commitment. Funding was "waffled" of late. Section 8, not public housing, seems to be in vogue as the preferred method of supplying affordable housing to the qualified population of the United States. But, this too has its limitations in Central New Jersey as well as in other parts of the Country. In this booming economy, additional incremental private landlords willing to accept vouchers are not readily available. There is a shortage, at least in the North East, of housing in general. The appearance of vouchers from one

year to the next then gone a few years later does not encourage new private development either.

Affordable housing development cannot depend upon the “old” methods but must employ funding sources not commonly used. The acquisition of land itself will be expensive and possibly unproductive for years until RHA has the funding to build upon it. It is time consuming and somewhat risky to layer all the financing necessary to develop affordable housing and to pay for cost of complying with the ongoing regulations without the prospects of a subsidy. This is a tough road that will take years but it can be done.

Therefore, the plans, statements, budget summary, policies, etc. set forth in the Agency Plan lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a modern comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan while addressing continued HUD requirements. Here are just a few highlights:

- Enhance the marketability and curb appeal of RHA’s public housing units.
- Increase and improve the identity of RHA.
- Aggressively pursue Residents Opportunity Self-Sufficiency programs.
- Apply for Redevelopment Agency Status in the near future.
- Pursue alternate funding.
- In the day to day operations, keep in mind, quality of life issues are important.

In summary, we are on course to improve the condition of affordable housing in Rahway.

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

[24 CFR Part 903.7 9 (r)]

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

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**Attachments**

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

Required Attachments:

- Admissions amended “Template” Policy for Deconcentration (**NJ032a02**)
- FY 2001 Capital Fund Program Annual Statement (**Table Library Page 1**)
- 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 2001 Capital Fund Program 5 Year Action Plan (**Table Library Page 8**)
- Public Housing Drug Elimination Program (PHDEP) Plan (**NJ032a01**)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (**Page 53**)
- Other (List below, providing each attachment name)
  - Members of Resident Advisory Board (**NJ032a03**)
  - Members of PHA Governing Board (**NJ032a04**)
  - Statement of Progress in meeting 5 Year Plan (**NJ032a05**)
  - Implementation of Community Service Requirements (**NJ032a06**)
  - Pet Policy (**NJ032a07**)

**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>
	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans

<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	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents X 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 X check here if included in the public housing A & O Policy	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>
<b>X</b>	Section 8 rent determination (payment standard) policies <b>X</b> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<b>X</b>	Public housing grievance procedures <b>X</b> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures <b>X</b> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<b>X</b>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency



<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	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

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

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	771	5	5	3	1	3	3
Income >30% but <=50% of AMI	345	5	5	3	1	3	3
Income >50% but <80% of AMI	389	5	5	3	1	3	3
Elderly	745	5	5	3	1	3	2
Families with Disabilities	20	5	5	3	1	3	2
African/American	319	5	5	3	1	3	3
Hispanic	156	5	5	3	1	3	3
White	622	5	5	3	1	3	3
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995 to 2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
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	295		
Extremely low income <=30% AMI	75	25	

<b>Housing Needs of Families on the Waiting List</b>			
Very low income (>30% but <=50% AMI)	188	64	
Low income (>50% but <80% AMI)	32	11	
Families with children	85	29	
Elderly families	207	70	
Families with Disabilities	3	1	
White	114	39	
African/American	151	51	
Hispanic/Asian	28	9	
Indian/Alaskan	2	1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	225	76	
2 BR	45	15	
3 BR	24	8	
4 BR	1	0	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
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)? <b>7</b> 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			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance 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:			

<b>Housing Needs of Families on the Waiting List</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	225		23
Extremely low income <=30% AMI	23		
Very low income (>30% but <=50% AMI)	158		
Low income (>50% but <80% AMI)	44		
Families with children	205		
Elderly families	8		
Families with Disabilities	2		
White	15		
African/American	207		
Hispanic/Asian	2		
Indian/Alaskan	1		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	225	76	
2 BR	45	15	
3 BR	24	8	
4 BR	1	0	
5 BR	N/A	N/A	
5+ BR	N/A	N/A	
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)? <b>47</b> Does the PHA expect to reopen the list in the PHA Plan year? No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

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

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2001 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,550,679	Section 8 Tenant Rental Assistance and Operations
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	63,495	Security and Drug Prevention and Intervention Programs
g) Resident Opportunity and Self-Sufficiency Grants	150,000	Educational Programs Employment Readiness
h) Community Development Block Grant	60,000	Capital Improvements Enrichment Center
i) HOME	N/A	
Other Federal Grants (list below)	N/A	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	-0-	
<b>3. Public Housing Dwelling Rental Income</b>	798,160	OPERATIONS
<b>4. Other income (list below)</b>		
MISC. EXCESS UTILITIES	20,400	OPERATIONS
<b>4. Non-federal sources (list below)</b>		
INVESTMENT INCOME PHA	27,400	OPERATIONS
INVESTMENT INCOME SEC.8	1,500	OPERATIONS



<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>Total resources</b>	2,671,634	

### **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: (5)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

**2** Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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:  
**NJ032P001, NJ032P002A and NJ032P006**
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:  
**NJ032P001, NJ032P002A and NJ032P006**

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:

**NJ032P001, NJ032P002A AND NJ032P006**

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

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

## **B. Section 8**

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

### **(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation

- More general screening than criminal and drug-related activity (list factors below)  
**Housekeeping Inspections**  
 Other (list below)

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

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

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

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

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

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

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None  
 Federal public housing  
 Federal moderate rehabilitation  
 Federal project-based certificate program  
 Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

### **(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.

2 Date and Time

Former Federal preferences



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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

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

##### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

**\$100/Month/Household (Payroll deductions: Union Dues, Hospitalization, Uniforms)**

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) **Not to exceed 95% of market comparability**

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

## B. Section 8 Tenant-Based Assistance

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

### (1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually

Other (list below)

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

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

## **(2) Minimum Rent**

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

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

b.  Yes **X** 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)

**X** An organization chart showing the PHA's management structure and organization is attached (**see below**):

**7 member Board of Commissioners**

**Executive Director**

**Maintenance Superintendent  
Maintenance Staff (6)**

**Public Housing Manager  
Asst. Project Manager**

**Bookkeeper    Section 8 Coordinator    Administrative Assistant    Tenant Services Coordinator**

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	277	10%
Section 8 Vouchers	160	10%
Section 8 Certificates	28	N/A
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	277	10%
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)



## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

Select one:

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

-or-

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

### **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 NJ39P03250101      FFY of Grant Approval: 07/2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$15,000
4	1410 Administration	\$30,000
5	1411 Audit	

6	1415	Liquidated Damages	
7	1430	Fees and Costs	\$55,000
8	1440	Site Acquisition	\$50,000
9	1450	Site Improvement	\$179,000
10	1460	Dwelling Structures	\$35,125
11	1465.1	Dwelling Equipment-Nonexpendable	\$10,000
12	1470	Nondwelling Structures	\$162,000
13	1475	Nondwelling Equipment	\$33,000
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>		\$569,125
21	Amount of line 20 Related to LBP Activities		-0-
22	Amount of line 20 Related to Section 504 Compliance		-0-
23	Amount of line 20 Related to Security		\$113,000
24	Amount of line 20 Related to Energy Conservation Measures		-0-

### 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
1. NJ32-1 Glendenning Homes	1. Install new door handles	1460	\$30,125
	2. Security fence	1450	\$100,000
	3. Build Enrichment Center	1470	\$137,000
2. NJ32-2B JFK Annex	1. Shade pavilion & patio	1470	\$25,000
3. NJ32-3 JFK	1. Site acquisition	1440	\$25,000
	2. Replace phone access system	1460	\$5,000

4. NJ32-4 Schaffhauser Towers	1. Site acquisition	1440	\$25,000
	2. Parking lot reconfiguration	1450	\$50,000
5. Housing Authority Wide	1. Concrete work	1450	\$15,000
	2. Landscaping	1450	\$14,000
	3. Purchase security vehicle	1475	\$13,000
6. Management Improvements	1. Staff Computer Training	1408	\$2,400
	2. Staff Professional Development Training	1408	\$3,600
	3. Commissioner Training		
	4. Residential Economic Development	1408	\$3,000
	5. Internet Services	1408	\$5,000
		1408	\$1,000
7. Housing Authority Wide Administration	1. Pay part of Executive Director, Maintenance Supervisor & Modernization clerks salary for work Performed in connection with Capital Fund Program	1410	\$30,000
8. Fees & Costs	1. A/E Fees for structural study at NJ32-4	1430	\$25,000
	2. A/E Fees for Landscape Architect to prepare Master Plan for all sites	1430	\$24,800
	3. Consultants Fee for Capital Fund Program Work	1430	\$5,200
9. Dwelling Equipment	1. Miscellaneous Dwelling Equipment	1465.1	\$10,000
10. Non-Dwelling Equipment	1. Office Furniture NJ32-2B	1475	\$8,000
	2. Upgrade Computer Hardware	1475	\$8,000
	3. Miscellaneous Maintenance Equipment	1475	\$4,000
	<b><u>GRAND TOTAL:</u></b>		<b><u>\$569,125</u></b>

**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. NJ32-1 Glendenning Homes	12/31/02	3/31/03
2. NJ32-2A JFK Apartments	12/31/02	3/31/03
3. NJ32-2B JFK Apartments II	12/31/02	3/31/03
4. NJ32-3 JFK Anex	12/31/02	3/31/03
5. NJ32-4 Schaffhauser Towers	12/31/02	3/31/03
6. Management Improvements	12/31/02	3/31/03

**(2) Optional 5-Year Action Plan**

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

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

b. If yes to question a, select one:

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

-or-

**X** 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)

**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.

**Rahway Housing Authority – 5 Year Action Plan (Years 2002 – 2005)**

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-1	Glendenning Homes			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Completely renovate seven (7) Buildings			\$916,000	2002 – 2005
2. Basement Entry Hoods			\$21,000	2002
3. Site Improvements including fencing, landscaping & parking lot			\$60,000	2002, 2003
4. Remove two (2) oil tanks			\$40,000	2004
<b>Total estimated cost over next 5 years</b>			<b>\$1,037,000</b>	
Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-2A	JFK Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

1. Kitchen floors (6 units)	\$12,000	2002
2. Remove two (2) oil tanks	\$85,000	2004
<b>Total estimated cost over next 5 years</b>	<b>\$97,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-2B	JFK Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Reconfigure studios into one (1) bedrooms & laundry room			\$50,000	2002
2. Paint existing railings & doors			\$ 4,000	2002
3. Site Improvements			\$20,000	2003
4. Security fencing			\$50,000	2005

<b>Total estimated cost over next 5 years</b>	<b>\$124,000</b>
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Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-3	JFK Apartments II			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Carpet Hallways			\$ 5,000	2003
2. Re-tile community room			\$ 7,000	2003
3. Landscaping			\$ 6,000	2003
4. Signage			\$ 1,000	2003
5. Paint rails & fire escapes			\$33,000	2003

6. Security fencing	\$50,000	2005
<b>Total estimated cost over next 5 years</b>	<b>\$102,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-4	Schaffhauser Towers			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Office renovations (2 phases)			\$100,000	2002-
2003				
2. Kitchen counters, restrooms & floor tiles			\$ 22,000	2003
3. Remove oil tank			\$ 25,000	2004
4. Bathroom renovations			\$ 30,000	2005
5. Upgrade pull-chain/intercom system			\$ 15,000	2005
<b>Total estimated cost over next 5 years:</b>			<b>\$142,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-5	Clifford P. Case Apartments			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Install Gazebo			\$ 10,000	2003
2. Install front Awning			\$ 10,000	2003
3. Signage			\$ 1,000	2004
4. Painting & Rugs			\$ 10,000	2003
5. Site Improvements, including parking lot			\$ 22,000	2004
6. Upgrade pull chain/intercom system			\$ 15,000	2003
<b>Total estimated cost over next 5 years:</b>			<b>\$ 68,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-6	Ruby Scott Gardens			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Kitchen Counters & Cabinets			\$ 60,000	2002
2. Domestic Hot Water Heaters			\$ 27,000	2002
3. Stoves			\$ 10,000	2003
4. Doors			\$ 3,000	2004
<b>Total estimated cost over next 5 years:</b>			<b>\$100,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Purchase Vehicles (2)			\$ 62,000	2003,2005
2. Upgrade Computer Hardware			\$ 32,000	2002- 2005
3. Miscellaneous Dwelling Equipment			\$ 40,000	2002- 2005
4. Miscellaneous Non-Dwelling Equipment			\$ 40,000	2002- 2005
5. Miscellaneous Site Improvements			\$ 40,000	2002-2005
6. 1410 Administration			\$120,000	2002-2005
7. 1430 Fees & Costs			\$140,000	2002-2005
<b>Total estimated cost over next 5 years:</b>			<b>\$474,000</b>	

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-Wide	Management Improvements			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Staff Computer Training			\$ 9,600	2002 - 2005
2. Staff Professional Development Training			\$ 14,400	2002 - 2005
3. Commissioner Training			\$ 12,000	2002 - 2005
4. Resident Economic Development			\$ 20,000	2002 - 2005
5. Internet Service			\$ 4,000	2002 - 2005



Total estimated cost over next 5 years:

\$ 60,000

## 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>	

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<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 (1)]

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

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

1. Cooperative agreements:

Yes  No: Has the PHA 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? 02/01/00

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)
Maintenance Trainees	2	Specific criteria	Main office	Both
Part-time Janitors	3	Specific criteria	Main office	PH
Summer Help (Teenagers)	3	Random	Main office	Both



Five (5) Stipends	5	PHDEP	Main office	PH
Stipend (Laundry Room)	1	Random	Main office	PH
Landscaping	Various	Project based	Main office	PH
Office/Admin/Clerical	1	Application	Main office	PH

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001Estimate)	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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

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

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

**NJ032P001, NJ032P002A AND NJ032P006**

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

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

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

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

**NJ032P001, NJ032P002A AND NJ032P006**

**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)

**NJ032P001, NJ032P002A AND NJ032P006**

**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 2001 in this PHA Plan?

Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: nj032a01)

## **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) Site Based Asset Management  
Routine Maintenance Program
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

Attached at Attachment (File name)

Provided below: **Input on Capital Fund Program**

**Flat rents from initial 100% market to no more than 95%**

**Security Issues**

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: **Capital Fund Program Altered**

**ACOP/Flat rents reduced**

Other: (list below)

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

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

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

3. Description of Resident Election Process

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

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

1. Consolidated Plan jurisdiction: (provide name here) **Union County, NJ**

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

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

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below) **Rahway Housing was asked for its input for the next 5 year plan being developed by Union County, NJ**

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

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

**Attachments**

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

**PHDEP PLAN-----NJ032a01**

**ADMISSIONS AMENDED “TEMPLATE” POLICY FOR  
DECONCENTRATION -----NJ032a02**

**MEMBERS OF RESIDENT ADVISORY BOARDS-----NJ032a03**

**RESIDENT MEMBERSHIP OF GOVERNING BOARD-----NJ032a04**

**STATEMENT OF PROGRESS IN MEETING THE 5 YEAR PLAN  
MISSION & GOALS----- NJ032a05**

**IMPLEMENTATION OF PH RESIDENT COMMUNITY SERVICE  
REQUIREMENTS-----NJ032a06**

**PET POLICY-----NJ032a07**

**CAPITAL FUND 2000 PERFORMANCE REPORT -----NJ032a08**

**COMP GRANT 1999 PERFORMANCE REPORT-----NJ032a09**



## PHA Plan Table Library

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

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

Capital Fund Grant Number NJ39P03250101    FFY of Grant Approval: 07/2001

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	\$15,000
4	1410 Administration	\$30,000
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	\$55,000
8	1440 Site Acquisition	\$50,000
9	1450 Site Improvement	\$179,000
10	1460 Dwelling Structures	\$35,125
11	1465.1 Dwelling Equipment-Nonexpendable	\$10,000

12	1470	Nondwelling Structures	\$162,000
13	1475	Nondwelling Equipment	\$33,000
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>		\$569,125
21	Amount of line 20 Related to LBP Activities		-0-
22	Amount of line 20 Related to Section 504 Compliance		-0-
23	Amount of line 20 Related to Security		\$113,000
24	Amount of line 20 Related to Energy Conservation Measures		-0-

**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
1. NJ32-1 Glendenning Homes	1. Install new door handles	1460	\$30,125
	2. Security fence	1450	\$100,000

	3. Build Enrichment Center	1470	\$137,000
2. NJ32-2B JFK Annex	1. Shade pavilion & patio	1470	\$25,000
3. NJ32-3 JFK	1. Site acquisition	1440	\$25,000
	2. Replace phone access system	1460	\$5,000
4. NJ32-4 Schaffhauser Towers	1. Site acquisition	1440	\$25,000
	2. Parking lot reconfiguration	1450	\$50,000
5. Housing Authority Wide	1. Concrete work	1450	\$15,000
	2. Landscaping	1450	\$14,000
	3. Purchase security vehicle	1475	\$13,000
6. Management Improvements	1. Staff Computer Training	1408	\$2,400
	2. Staff Professional Development Training	1408	\$3,600
	3. Commissioner Training	1408	\$3,000
	4. Residential Economic Development	1408	\$5,000
	5. Internet Services	1408	\$1,000
7. Housing Authority Wide Administration	1. Pay part of Executive Director, Maintenance Supervisor & Modernization clerks salary for work Performed in connection with Capital Fund Program	1410	\$30,000
8. Fees & Costs	1. A/E Fees for structural study at NJ32-4	1430	\$25,000

**Table Library**

	2. A/E Fees for Landscape Architect to prepare Master Plan for all sites	1430	\$24,800
	3. Consultants Fee for Capital Fund Program Work	1430	\$5,200
9. Dwelling Equipment	1. Miscellaneous Dwelling Equipment	1465.1	\$10,000
10. Non-Dwelling Equipment	1. Office Furniture NJ32-2B	1475	\$8,000
	2. Upgrade Computer Hardware	1475	\$8,000
	3. Miscellaneous Maintenance Equipment	1475	\$4,000
	<b><u>GRAND TOTAL:</u></b>		<b><u>\$569,125</u></b>

**Table Library**

**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. NJ32-1 Glendenning Homes	12/31/02	3/31/03
2. NJ32-2A JFK Apartments	12/31/02	3/31/03
3. NJ32-2B JFK Apartments II	12/31/02	3/31/03
4. NJ32-3 JFK Anex	12/31/02	3/31/03
5. NJ32-4 Schaffhauser Towers	12/31/02	3/31/03
6. Management Improvements	12/31/02	3/31/03

**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.

**Rahway Housing Authority – 5 Year Action Plan (Years 2002 – 2005)**

<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>	
NJ32-1	Glendenning Homes			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Completely renovate seven (7) Buildings			\$916,000	2002 – 2005
2. Basement Entry Hoods			\$21,000	2002
3. Site Improvements including fencing, landscaping & parking lot			\$60,000	2002, 2003
4. Remove two (2) oil tanks			\$40,000	2004
<b>Total estimated cost over next 5 years</b>			<b>\$1,037,000</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>NJ32-2A</b>	<b>JFK Apartments</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Kitchen floors (6 units)			\$12,000	2002
2. Remove two (2) oil tanks			\$85,000	2004
<hr/>				
<b>Total estimated cost over next 5 years</b>			<b>\$97,000</b>	
<hr/>				
<hr/>				
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>	
<b>NJ32-2B</b>	<b>JFK Apartments</b>			
<b>Description of Needed Physical Improvements or Management Improvements</b>			<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Reconfigure studios into on (1) bedroom & laundry room			\$50,000	2002
2. Paint existing railings & doors			\$ 4,000	2002
3. Site Improvements			\$20,000	2003
4. Security fencing			\$50,000	2005
<hr/>				
<b>Total estimated cost over next 5 years</b>			<b>\$124,000</b>	
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Table Library

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Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NJ32-3	JFK Apartments II				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
1. Carpet Hallways			\$ 5,000	2003	
2. Re-tile community room			\$ 7,000	2003	
3. Landscaping			\$ 6,000	2003	
4. Signage			\$ 1,000	2003	
5. Paint rails & fire escapes			\$33,000	2003	
6. Security fencing			\$50,000	2005	
<b>Total estimated cost over next 5 years</b>			<b>\$102,000</b>		

Table Library



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Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NJ32-4	Schaffhauser Towers				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
1. Office renovations (2 phases)			\$100,000	2002-2003	
2. Kitchen counters, restrooms & floor tiles			\$ 22,000	2003	
3. Remove oil tank			\$ 25,000	2004	
4. Bathroom renovations			\$ 30,000	2005	
5. Upgrade pull-chain/intercom system			\$ 15,000	2005	
<b>Total estimated cost over next 5 years:</b>			<b>\$142,000</b>		

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Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development		
NJ32-5	Clifford P. Case Apartments				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)	
1. Install Gazebo			\$ 10,000	2003	
2. Install front Awning			\$ 10,000	2003	
3. Signage			\$ 1,000	2004	
4. Painting & Rugs			\$ 10,000	2003	
5. Site Improvements, including parking lot			\$ 22,000	2004	
6. Upgrade pull chain/intercom system			\$ 15,000	2003	
<b>Total estimated cost over next 5 years:</b>			<b>\$ 68,000</b>		

Table Library

Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ32-6	Ruby Scott Gardens			
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Kitchen Counters & Cabinets			\$ 60,000	2002
2. Domestic Hot Water Heaters			\$ 27,000	2002
3. Stoves			\$ 10,000	2003
4. Doors			\$ 3,000	2004
<b>Total estimated cost over next 5 years:</b>			<b>\$100,000</b>	
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA-Wide				
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1. Purchase Vehicles (2)			\$ 62,000	2003,2005
2. Upgrade Computer Hardware			\$ 32,000	2002- 2005
3. Miscellaneous Dwelling Equipment			\$ 40,000	2002- 2005
4. Miscellaneous Non-Dwelling Equipment			\$ 40,000	2002- 2005
5. Miscellaneous Site Improvements			\$ 40,000	2002-2005
6. 1410 Administration			\$120,000	2002-2005

Table Library

7. 1430 Fees & Costs

\$140,000

2002-2005

<b>Total estimated cost over next 5 years:</b>	<b>\$474,000</b>
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<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>		
<b>PHA-Wide</b>	<b>Management Improvements</b>				
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
1. Staff Computer Training				\$ 9,600	2002 – 2005
2. Staff Professional Development Training				\$ 14,400	2002 – 2005
3. Commissioner Training				\$ 12,000	2002 – 2005
4. Resident Economic Development				\$ 20,000	2002 – 2005
5. Internet Service				\$ 4,000	2002 – 2005
<b>Total estimated cost over next 5 years:</b>				<b>\$ 60,000</b>	

**Optional Public Housing Asset Management Table**

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		Activity Description						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / Disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>

**Table Library**

# Public Housing Drug Elimination Program Plan

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

**Annual PHDEP Plan Table of Contents:**

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

**Section 1: General Information/History**

**A. Amount of PHDEP Grant \$63,495.**

**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

**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)
Rahway Housing Authority	277	502

**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**   X        **18 Months** \_\_\_\_\_      **24 Months** \_\_\_\_\_      **Other** \_\_\_\_\_

## G. PHDEP Program History

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

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1995					
FY 1996					
FY 1997					
FY 1998					
FY 1999	60,924	NJ39DEP0320199	6,704	N/A	5/2001
FY 2000	63,495	NJ39DEP0320100	63,495	N/A	4/2002

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

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

**While police and tenant patrol presence provide a deterrent to illicit drug activity conducted by other tenants, guests and/or unwelcome visitors attempting to buy or sell drugs on the premises, this is only one facet of the problem. For a comprehensive strategy, drug prevention/intervention programming must take place. Drug awareness, educational and recreational opportunities will be provided to “get ahead of the curve” and take a proactive position in the community. A board goal is to build self-esteem. Rahway Housing along with its tenant association has and will partnership with various organizations which include Rahway Police Department, Rahway Board of Education, Rahway PAL, Union County YMCA & YWCA and counseling through Narcotics Anonymous.**

### 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	\$ 45,057
9120 – Security Personnel	
9130 – Employment of Investigators	\$ 1,000
9140 – Voluntary Tenant Patrol	\$ 2,000
9150 – Physical Improvements	\$ 4,000
9160 – Drug Prevention	\$ 14,000
9170 – Drug Intervention	\$ 1,000
9180 – Drug Treatment	\$ 1,000
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	<b>\$ 68,057</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: \$ 45,057</b>	
Goal(s)	Supplemental Police Patrols						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Supplemental Police Patrols			02/02	02/03	45,057	30,580/ RHA Operating Fund	Crime States
2.							
3.							

<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	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 - Employment of Investigators</b>						<b>Total PHDEP Funding: \$ 1,000</b>	
Goal(s)	Maintain Presence						
Objectives	Assist Police Enforcement with pictures & evidence						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1. Surveillance			02/01	02/02	1,000	-0-	Stats
2.							
3.							

<b>9140 - Voluntary Tenant Patrol</b>						<b>Total PHDEP Funding: \$ 2,000</b>	
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Goal(s)	Maintain Presence						
Objectives	Supervise Tenant Patrol & offer N.A. Meetings positive help						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Volunteer Tenant Patrol	307	307	04/01	02/02	2,000	8,000	Reports/various indicators
2. Narcotics Anonymous	60	307	04/01	02/02	-0-	2,000/ Nat. Council on Alchoh.	Attendance
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$ 4,000</b>		
Goal(s)	Better Security						
Objectives	Augment Supplemental Police Patrols						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Install Surveillance Cameras			4/2002	6/2002	\$4,000	\$8,000 Capital Fund	Resident Survey
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$ 13,000</b>		
Goal(s)	Drug Prevention						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Program Coordinators	307	307	04/01	02/02	11,600	-0-	Activities/program
2. Instructors/Counseling	307	307	04/01	02/02	2,400	9,000/ Bd. of Ed.	Classes/attendance
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$ 1,000</b>		
Goal(s)	Drug Intervention						
Objectives	Professional Assistance						
Proposed Activities	# of	Target	Start	Expected	PHEDEP	Other	Performance Indicators

	Persons Served	Population	Date	Complete Date	Funding	Funding (Amount /Source)	
1. Counseling	502	502	04/01	02/02	1,000	4,000/ V.A. & Hospice	
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$ 1,000</b>		
Goal(s)	Drug Treatment Referrals						
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1. Drug Treatment Referrals					1,000	2,000/ various Gover't Agencies	Stats
2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$ -0-</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

**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			1	45,057
9120				
9130			1	1,000
9140			1,2	2,000
9150			1	4,000
9160			1,2,3	14,000
9170			1	1,000
9180			1	1,000
9190				
<b>TOTAL</b>		\$		\$68,057

**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.”