

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

PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006
Annual Plan for Fiscal Year 2002

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

**PHA Plan
Agency Identification**

PHA Name: Housing Authority Of Plainfield, New Jersey

PHA Number: NJ 039

PHA Fiscal Year Beginning: (mm/yyyy) January 1, 2002

Public Access to Information

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

- XX Main administrative office of the PHA
- XX PHA development management offices
- XX 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)

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

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

- XX Main business office of the PHA
- XX 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)

XX 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.

XX The PHA's mission is: (state mission here)

The Mission of the Housing Authority of Plainfield is to continue to provide safe, sanitary, quality and cost effective housing. By collaboration and networking with other service agencies in the area, the Authority is able to utilize its resources by sharing responsibilities with local agencies and its municipality to provide the same level of service to the residents in the coming years. The Authority also provides rental subsidies to the qualified residents in the community by giving out Section 8 vouchers so that they can live in private homes of their choice. The Authority also will promote economic activities to enhance the financial status of residents. Training programs for residents will continue to be conducted to prepare them to become self sufficient in the coming year, 2002. In addition, the Authority intends to assist public housing residents in purchasing their first homes in cooperation with finance and mortgage companies. The Authority will implement programs to meet the needs of its various population. For instance, recreation programs for seniors, education and employment programs for young adults, structural activities of learning for the youth and children.

In the coming years we will achieve our goal to reduce drug and crime in our family complexes and enhance the quality of life of our residents.

B. Goals

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

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

PHA Goal: Expand the supply of assisted housing

Objectives:

- Apply for additional rental vouchers:
- X Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

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

PHA Goal: Increase assisted housing choices

Objectives:

- X Provide voucher mobility counseling:
- X Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- X Implement voucher homeownership program:
- X Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

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

- X 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

- 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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- X 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:
 - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - X Other: (list below)

Other PHA Goals and Objectives: (list below)

- X **Increase the number of employed residents in all housing complexes. The Authority will continue to implement training programs to enhance work skills of the residents in the high tech or services areas where there are strong demands for the present and future. Beginning on January 1, 2001 the Authority will implement resident community services requirements. This not only enables residents to learn work skills by working side by side with the Authority but also will enhance their employability. By participation in the community service program the**

residents will be more likely to become more organized and pay more attention to the needs of their children and therefore improve family life.

Senior residents at Richmond Towers have expressed their wishes to use the commercial kitchen in the community room to hold bake or dinner sale to raise funds for their Association in the coming year 2002.

The Authority will aim to bring expenditures in line with the budget, reduction in turnaround time for apartments, reduction in crimes and drugs in and around our housing complexes. To enhance educational programs for children, youth and adults including topics of substance abuse on the human brain and body.

Annual inspections must be conducted on every unit of the public housing complexes to ensure the integrity of the invaluable housing stock.

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.

In fiscal year, 2001, the Authority has streamlined its operation by consolidating its workforce and aimed to increase work orders and services rendered to the residents. Services to residents were increased. The Authority continued to review and update, financial procedures, staffing and management to insure that were in compliance with

Federal, State and local laws. In 2001, the Authority was able to contract with an accounting firm to complete the audits for FY 1999 and FY 2000. The audits revealed financial weakness for our agency. However, In time due to management and procedural adjustments in this year, the organization is on track to becoming much more solid. In order to accomplish our goals, the board, staff and residents must be motivated, innovative, responsive and productive. In the coming year, the Authority will under take several projects to support economic self-sufficiency and Homeownership. The Authority will also attempt to address the issue of employability of our residents energy conservation and children's programs.

OBJECTIVES

The Housing Authority of Plainfield (HAP) will strive to improve availability of decent, safe and sanitary housing in the region. Ensure equal access of opportunity in housing for all citizens, implement skill training and small business programs for residents to promote self-sufficiency and employability. In addition, we will continue to reduce crime and illegal drug activity in and around public housing.

We will utilize this approach to stabilize family life and enhance the economic well being of residents. The Authority's goals and objectives are further defined in the Admissions, Occupancy and Rental Policy that has been adopted by the Board of Commissioners of the Housing Authority of Plainfield.

CAPITAL IMPROVEMENTS

The annual plan of 2002 will dedicate funds to install new apartment doors and locks, new fire alarm system, intercom system and upgrading of court yard sidewalks, parking lots and security cameras at Richmond Towers. We may also address the heating problems and some structural repairs at West End Gardens, which includes 128 new metal doors with mater key system, repairs on roof, front canopies and posts, repaving of parking lots and sidewalk repair with additional landscaping. Elmwood Gardens need security camera upgrade, repaving of parking lots and installation of new non-slip flooring. We will continue to improve our prevention maintenance programs, which is the key to success for the capital fund improvement programs.

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.

Page #

Annual Plan

- i. Executive Summary
- ii. Table of Contents
 1. Housing Needs
 2. Financial Resources

3. Policies on Eligibility, Selection and Admissions
4. Rent Determination Policies
5. Operations and Management Policies
6. Grievance Procedures
7. Capital Improvement Needs
8. Demolition and Disposition
9. Designation of Housing
10. Conversions of Public Housing
11. Homeownership
12. Community Service Programs
13. Crime and Safety
14. Pets (Inactive for January 1 PHAs)
15. Civil Rights Certifications (included with PHA Plan Certifications)
16. Audit
17. Asset Management
18. Other Information

Attachments

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

Required Attachments:

- X Admissions Policy for Deconcentration
- X FY 2002 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

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

Supporting Documents Available for Review

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

| List of Supporting Documents Available for Review | | |
|--|----------------------------|----------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | | |

| List of Supporting Documents Available for Review | | |
|--|---|--|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| X | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations | 5 Year and Annual Plans |
| X | State/Local Government Certification of Consistency with the Consolidated Plan | 5 Year and Annual Plans |
| X | Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement. | 5 Year and Annual Plans |
| X | Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction | Annual Plan: Housing Needs |
| 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 |
| X | Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| | Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| | Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Rent Determination |
| X | Section 8 rent determination (payment standard) policies X <input type="checkbox"/> check here if included in Section 8 | Annual Plan: Rent Determination |

| List of Supporting Documents Available for Review | | |
|--|---|---|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | Administrative Plan | |
| X | 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 |
| X | Public housing grievance procedures X <input type="checkbox"/> check here if included in the public housing A & O Policy | Annual Plan: Grievance Procedures |
| X | Section 8 informal review and hearing procedures X <input type="checkbox"/> check here if included in Section 8 Administrative Plan | Annual Plan: Grievance Procedures |
| X | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year | Annual Plan: Capital Needs |
| X | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant | Annual Plan: Capital Needs |
| X | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option) | Annual Plan: Capital Needs |
| | 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 |
| X | Policies governing any Section 8 Homeownership program X <input type="checkbox"/> check here if included in the Section 8 Administrative Plan | Annual Plan: Homeownership |
| | Any cooperative agreement between the PHA and the TANF agency | Annual Plan: Community Service & Self-Sufficiency |
| X | FSS Action Plan/s for public housing and/or Section 8 | Annual Plan: Community Service & Self-Sufficiency |
| X | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports | Annual Plan: Community Service & Self-Sufficiency |
| X | The most recent Public Housing Drug Elimination Program (PHDEP) 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. | Annual Plan: Annual Audit |

| List of Supporting Documents Available for Review | | |
|--|--|----------------------------------|
| Applicable & On Display | Supporting Document | Applicable Plan Component |
| | S.C. 1437c(h)), the results of that audit and the PHA's response to any findings | |
| | 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.

The quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in its annual plan a need assessment of its jurisdiction and its waiting list. Also the Authority is required to state how it intends to address these needs. The area can not meet the demands of needed housing especially affordable and quality housing.

The Authority will in the coming year look into possibility to collaborate with private sectors to develop affordable housings and assist residents in purchasing their very first homes. By so doing there will be some turnover of residents in purchasing their very first homes. By so doing there will be some turnover of residency in the public housing for the needed in the area.

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|----------------|----------------------------|---------------|----------------|----------------------------|-------------|-----------------------|
| Family Type | Overall | Afford- ability | Supply | Quality | Access- ibility | Size | Loca- tion |
| Income <= 30% of AMI | 393 | | | | | | |
| Income >30% but <=50% of AMI | | | | | | | |
| Income >50% but <80% of AMI | | | | | | | |
| Elderly | 155 | | | | | | |
| Families with | 12 | | | | | | |

| Housing Needs of Families in the Jurisdiction by Family Type | | | | | | | |
|---|---------|----------------|--------|---------|----------------|------|-----------|
| Family Type | Overall | Afford-ability | Supply | Quality | Access-ibility | Size | Loca-tion |
| Disabilities | | | | | | | |
| Race/Ethnicity | 32 | | | | | | |
| Race/Ethnicity | 322 | | | | | | |
| Race/Ethnicity | 4 | | | | | | |
| Race/Ethnicity | 35 | | | | | | |

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

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

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

| Housing Needs of Families on the Waiting List | |
|--|---|
| Waiting list type: (select one) | |
| <input type="checkbox"/> | Section 8 tenant-based assistance |
| <input 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: | |

| Housing Needs of Families on the Waiting List | | | |
|--|---------------|---------------------|-----------------|
| | # of families | % of total families | Annual Turnover |
| Waiting list total | 248 | | |
| Extremely low income <=30% AMI | 248 | 100% | |
| Very low income (>30% but <=50% AMI) | | | |
| Low income (>50% but <80% AMI) | | | |
| Families with children | 217 | | |
| Elderly families | 15 | | |
| Families with Disabilities | 16 | | |
| Race/ethnicity | 7 | | |
| Race/ethnicity | 89 | 91% | |
| Race/ethnicity | | | |
| Race/ethnicity | 13 | 5% | |
| Characteristics by Bedroom Size (Public Housing Only) | | | |
| 1BR | 25 | | |
| 2 BR | 74 | | |
| 3 BR | 37 | | |
| 4 BR | 05 | | |
| 5 BR | 00 | | |
| 5+ BR | 00 | | |
| 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)? 12 Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes | | | |

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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X Reduce time to renovate public housing units
- X 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
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- X 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

- X Apply for additional section 8 units should they become available
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X 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
- X 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

- X Employ admissions preferences aimed at families who are working
- X 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

- X Seek designation of public housing for the elderly
- X 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

- X Seek designation of public housing for families with disabilities
- X Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- X Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- X 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

- X 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

- X Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
X 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:

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

| Financial Resources: Planned Sources and Uses | | |
|---|-------------------|----------------------|
| Sources | Planned \$ | Planned Uses |
| 1. Federal Grants (FY 2000 grants) | | |
| a) Public Housing Operating Fund | 1,961,725.00 | Operations Funds |
| b) Public Housing Capital Fund | 786,650.00 | Capital Improvements |
| c) HOPE VI Revitalization | N/A | |
| d) HOPE VI Demolition | N/A | |
| e) Annual Contributions for Section 8 Tenant-Based Assistance | 4,399,562.00 | |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) | 113,030.00 | |
| g) Resident Opportunity and Self-Sufficiency Grants | 0 | |
| h) Community Development Block Grant | 0 | |
| i) HOME | 0 | |
| Other Federal Grants (list below) | 0 | |
| | | |
| 2. Prior Year Federal Grants (unobligated funds only) (list below) | 253,570.00 | |
| Congregate Housing Program | | |
| | | |
| 3. Public Housing Dwelling Rental Income | 1,374,372.00 | HAP Operations |
| | | |
| 4. Other income (list below) | 248,600.00 | Supplemental Fund |
| | 79,900.00 | Other Income |
| | | |
| 4. Non-federal sources (list below) | | |
| | | |
| | | |

| Financial Resources: Planned Sources and Uses | | |
|--|--------------|--------------|
| Sources | Planned \$ | Planned Uses |
| | | |
| Total resources | 9,217,409.00 | |
| | | |
| | | |

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)

- X When families are within a certain number of being offered a unit: (state number)
X 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)?

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

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

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

e. Yes X 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)

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

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

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

Application Office Located at 120 W. 7th St. Suite 209, Plainfield, NJ 07060

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. X 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. X 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
X 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
X Two
 Three or More

b. X 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:

X 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)

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

c. Preferences

1. X 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:

- X 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)

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

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X 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)

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

(6) Deconcentration and Income Mixing

a. X 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. X 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)

- X 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:
- X Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d. X 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)

- X Additional affirmative marketing
- X Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- X 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
- X List (any applicable) developments below:
Elmwood and West End Gardens

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)

- X 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)

- X Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

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

d. X 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
X Federal public housing
X 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
X Other (list below)

Application Office Located 120 W. 7th St. Suite 209, Plainfield, NJ

(3) Search Time

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

If yes, state circumstances below:

When offered proof of extensive search for affordable and appropriately sized unit and medical reasons.

(4) Admissions Preferences

a. Income targeting

Yes X No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

- X 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)

- X 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
- X 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)

- X The Section 8 Administrative Plan
- X 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?

- X 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---

- X 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
X \$26-\$50

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

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

- 1) Loss of Income/Hardship
- 2) Head of Household Family Crisis

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

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

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

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

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

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

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

e. Ceiling rents

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

Yes for all developments
 Yes but only for some developments
 No

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

For all developments
 For all general occupancy developments (not elderly or disabled or elderly only)

- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

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

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

f. Rent re-determinations:

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

- Never
- At family option
- X 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 X 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.)

- X 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
- X 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)

- X 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)

- X 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.
X A brief description of the management structure and organization of the PHA follows:

The HAP Management team consists of 10 men and women:

Executive Director
Executive Assistant/PHM
Public Housing Manager
Modernization Program Coordinator
Congregate Housing/Public Housing Manager
Maintenance Superintendent
Application/Tenant Selection Coordinator
Director of Finance

The Board of Commissioners consists of seven members who are the appointees of the various governmental agencies to serve on the Board for an average term of five years:

One Commissioner is appointed by the Governor of the State of New Jersey;

One Commissioner is appointed by the Mayor of the locality; Five

All seven members are the policy makers of the Authority. One of the seven Commissioners must be a resident of Public Housing.

B. HUD Programs Under PHA Management

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

| Program Name | Units or Families Served at Year Beginning | Expected Turnover |
|---|---|--------------------------|
| Public Housing | 473 | 50 |
| Section 8 Vouchers | 603 | 50-75 |
| Section 8 Certificates | N/A | 67-75 |
| Section 8 Mod Rehab | N/A | 0 |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | N/A | 0 |
| Public Housing Drug Elimination Program (PHDEP) | 469 | 0 |
| Other Federal Programs(list individually) | | |
| Section 202 | 206 | |
| FSS | 9 | |

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. X 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:

Purpose and Scope

The purpose of this procedure is to set fourth the requirements, standards and criteria for a grievance procedure to be established and implemented by the Housing Authority of Plainfield hereinafter referred to as the HAP to assure that tenants are afforded an opportunity for a hearing of the tenant disputes within 10 calendar days any HAP or HAP regulations which adversely affect the individual tenant's rights, duties, welfare or status. The grievance procedure provided by this procedure shall be incorporated in the dwelling lease identified as subject to the provisions of Section 11 of Dwelling Lease.

I Applicability

- (a) The HAP grievance procedure shall be applicable to all individual grievances as defined in Section III of this Procedure between the tenant and the HAP, Provided, that in those jurisdiction which required that, prior to eviction a tenant be given a hearing in court containing the elements of due process, as defined in Section III(d), the HAP may exclude from its procedure any grievance concerning an eviction or termination of tenancy based upon a tenant's creation or maintenance of a threat to the health or safety of other tenants or HAP employees.
- (b) The HAP grievance procedure shall not be applicable to dispute between tenants not involving the HAP or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the HAP Board of Commissioners.

II Requirements

Within ninety days of the effective date of this Procedure the HAP shall adopt a regulation affording each tenant an opportunity for a hearing on a grievance as defined in Section III in accordance with the requirements, standards, and criteria contained in this Procedure with such modifications as are required by State Law. The regulations shall be made a part of all tenant dwelling leases.

III Definitions

For the purpose of this Procedure following definitions are applicable:

(a) "Grievance" Shall mean any dispute which a tenant may have with respect to HAP action or failure to act in accordance with the individual tenant's lease or HAP regulations which adversely affect the individual tenant's rights, duties, welfare or status.

(b) "Complaint" shall mean any tenant whose grievance is presented to the HAP or at the project management office in accordance with Section IV and Section V (a).

(c) "Elements of due process" shall mean an eviction, action or termination of tenancy in a State or local court in which the following procedural safeguard are required:

(1) Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;

(2) Opportunity for the tenant to examine all relevant documents, records and regulations of the HAP prior to the trial for the purpose of preparing a defense;

(3) Right of the tenant to be represented by counsel;

(4) Opportunity for the tenant to refute the evidence presented by the HAP including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;

(5) A decision of the merits.

(d) "Hearing Officer" shall mean a person selected in accordance with Section V of this Procedure to hear grievance and render a decision with respect thereto.

(e) "Hearing Panel" shall mean a panel selected in accordance with Section V of this Procedure to hear grievance and render a decision with respect thereto.

(f) "Tenant" shall mean any lessee or the remaining head of the household of any tenant family residing accommodations covered by this Part.

(g) "Appropriate HAP Official" shall mean the Executive Director or his designee.

IV Informal settlement of grievance

Any grievance shall be personally presented, either orally or writing, to

The HAP office or the office of the project in which the compliant resides so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within a reasonable time and one copy shall be given to the tenant and one retained in the HAP's file. The summary shall specify the procedures by which a hearing under Section V may be obtained if the complainant is not satisfied.

V Procedure to obtain a hearing

(a) request for hearing the compliant shall submit a written request for a hearing to the HAP or to the project office within a reasonable time after receipt of the summary of discussion pursuant to Section IV. The written request shall specify:

- (1) The reason for the grievance; and
 - (2) The action or relief sought
- (b) Selection of Hearing Officer or Hearing Panel. Grievances shall be presented before a hearing officer or hearing panel. A hearing officer or hearing panel shall be selected as follows:

The hearing officer shall be impartial, disinterested person selected jointly by the HAP and the complaint. If the HAP and the complainant cannot agree on a hearing officer, they shall each appoint a member of a hearing panel and the member so appointed shall each select a third member. If the member appointed by the HAP and the complainant cannot agree on a third member, such member shall be appointed by an independent arbitration organization such as the Center for Disputes Settlement of the American Arbitration Association, or by any other third party agreed upon by the HAP and the compliant. See Section IX for alternate selection of Hearing Panel.

(c) *Failure to request a hearing.* If the complainant does not request a hearing in accordance with the paragraph , then the HAP's disposition of the grievance under Section IV shall become final, *Provided*, that failure to request a hearing shall not constitute a waiver by the complainant of his right thereafter to contest the HAP's action in disposing of the compliant in an appropriate judicial proceeding.

(d) *Hearing Prerequisite.* All grievances shall be personally presented either orally or in writing pursuant to the informal procedure prescribed in Section IV a condition precedent to a hearing under this section. *Provided*, that if the complainant shall show good cause why he failed to

proceed in accordance with Section IV to the Hearing officer panel, the provisions of this subsection may be waived by the hearing officer or hearing panel.

(e) *Escrow deposit.* Before a hearing is scheduled is scheduled in any grievance involving the amount of rent as defined in the Lease which the HAP claims is due, the complainant shall pay to the HAP an amount equal to the amount of the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. These requirements may be waived by the HAP in extenuating circumstances. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. *Provided*, that failure to make payment shall not constitute a waiver of any right the complainant may have to contest the HAP's disposition of his grievance in any appropriate judicial proceeding.

(f) *Scheduling of hearings.* Upon complainant's compliance with the paragraphs (a), (d) and (e) of this section, a hearing shall be scheduled by the hearing panel promptly for a time and place reasonably convenient to both the complainant and the HAP. A written notification specifying the time, place and the procedures governing the hearing shall be delivered to the complainant and the appropriate HAP official.

VI Procedures governing the hearing

(a) The Hearing shall be held before a hearing officer or hearing panel, as appropriate.

(b) The complainant shall be afforded a fair hearing providing the basic safeguards of due process which shall include:

(1) The opportunity to examine before the hearing and, at the expense of the complainant, to copy all documents, records and regulations of the HAP that are relevant to the hearing. Any documents not so made available after request therefore by the complainant may not be relied on by the HAP at the hearings:

(2) The right to be represented by counsel or other person chosen as his or her representative;

(3) The right to a private hearing unless the complainant request a public hearing;

(4) The right to present evidence and arguments in support of his or her complaint to controvert evidence relied on by the HAP or project management, and to confront and cross0examine all witnesses on whose testimony or information the HAP or project management relies; and

(5) A decision based solely and exclusively upon the facts presented at the hearing.

(c) The hearing officer panel may render a decision without proceeding with the hearing if the hearing officer or hearing panel determines that the issue— has been previously decided in another proceeding.

(d) If the complainant of the HAP fails to appear at a scheduled hearing, the hearing officer or hearing panel may make a determination to postpone the hearing for not to exceed five business days or may make a determination that the party has waived his rights to a hearing. Both the complainant and the HAP shall be notified of the determination by the hearing officer or hearing panel. *Provided*, that a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the HAP's disposition of the grievance in an appropriate judicial proceeding.

(e) At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the HAP must sustain the burden of justifying the HAP action or failure to act against which the complaint is directed.

(f) The hearing shall be conducted informally by the hearing officer or hearing panel and oral or documentary evidence pertinent to the facts and issue raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The hearing officer or hearing panel shall require the HAP, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing officer or hearing panel to obtain order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

(g) The complainant or the HAP may arrange, in advance and at the

expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript.

(h) Opportunity for the HAP to confront and cross examine any witnesses or evidence which may be presented for the defense of any complainant.

VII Decision of the hearing officer or hearing panel.

(a) The hearing officer or hearing panel shall prepare a written decision, together with the reason therefore, within a reasonable time after the hearing. A copy of the decision shall be sent to the complainant and the HAP. The HAP shall retain a copy of the decision in the tenant's folder. A copy of such decision, with all names and identifying references deleted, shall also be maintained on file by the HAP and made available for inspection by a prospective complainant, his representatives, or the hearing panel or hearing officer.

(b) The decision of the hearing officer or hearing panel shall be binding on the HAP which shall take all actions, or refrain from any actions, necessary to carry out the decision unless the HAP Board of Commissioners determines within a reasonable time, and promptly notifies the complainant of its determination, that

(1) the grievance does not concern HAP action or failure to act in accordance with or involving the complainant's lease or HAP regulations, which adversely affect the complainant's rights, duties, welfare or status;

(2) The decision of the hearing officer or hearing panel is contrary to applicable Federal, State or local law, HUD regulations or requirements of the annual contributions between HUD and the HAP.

(c) A decision by the hearing officer, hearing panel, or Board of Commissioners in favor of the HAP or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the complainant may have to a trial *de novo* or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

VIII HAP Eviction Actions.

If a tenant has requested a hearing in accordance with Section V on a complaint involving a HAP notice of termination of the tenancy and the hearing officer panel upholds the HAP's action to terminate the tenancy, the HAP shall not commence an eviction action in a state or local tenancy, the HAP shall not commence an eviction action in a State or local court until it has served a notice to vacate on the tenant, and in no event shall the notice vacate be issued prior to the decision of the hearing officer or the hearing panel having been mailed or delivered to the complainant. Such notice to vacate must be in writing and specify that if the tenant fails to quit the premises within the applicable

statutory period, or on the termination date stated in the notice of termination, whichever is later, appropriate action will be brought against him and he may be required to pay court costs and attorney fees.

IX. Alternate Method of Selection of Hearing Panel.

In lieu of the procedure set forth in Section V paragraph (b) of this procedure the HAP may provide for the appointment of hearing officer or hearing panels by any method which is approved by the majority of tenants (in any building, group of projects to which the method is applicable) voting in an election or meeting of tenants held for the purpose.

X. Documents Incorporated in this Policy.

The dwelling Lease of the Housing Authority of Plainfield and Admission to and Occupancy of Policy of the Housing Authority of Plainfield together with this Grievance Procedure shall be part of each other and incorporated into each other than shall comprise the entire Occupancy Policy of the Housing Authority of Plainfield.

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
- X PHA development management offices
- X Other (list below)
Application/Section 8 Office

B. Section 8 Tenant-Based Assistance

1. Yes X 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
- X Other (list below)
Development Management Offices

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)

(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 X 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:

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

-or-

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

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

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

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

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

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

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

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. X 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

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

| Designation of Public Housing Activity Description |
|--|
| 1a. Development name: 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: <u>(DD/MM/YY)</u> |
| 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 X No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each

identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

| Conversion of Public Housing Activity Description | |
|---|--|
| 1a. Development name: | |
| 1b. Development (project) number: | |
| 2. What is the status of the required assessment? | |
| <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below) | |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.) | |
| 4. Status of Conversion Plan (select the statement that best describes the current status) | |
| <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (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.)

| Public Housing Homeownership Activity Description (Complete one for each development affected) |
|--|
| 1a. Development name: |
| 1b. Development (project) number: |
| 2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99) |

| |
|---|
| <p>3. Application status: (select one)</p> <p><input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program</p> <p><input type="checkbox"/> Submitted, pending approval</p> <p><input type="checkbox"/> Planned application</p> |
| <p>4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)</p> |
| <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> |

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: Plainfield Home Ownership Voucher Program

a. Size of Program

- Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option? 20

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 to implement the program and provide schedules and assignment for residents who are the participants of the program. Every resident can benefit from the program by working together with the Authority to achieve the goal of improving the quality of life for the residents. The Authority will establish the links with TANF in the coming year to ensure that the participants reap the benefits of the program.

1. Cooperative agreements:

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

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

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

Client referrals

Information sharing regarding mutual clients (for rent determinations and otherwise)

Coordinate the provision of specific social and self-sufficiency services and programs to eligible families

Jointly administer programs

Partner to administer a HUD Welfare-to-Work voucher program

Joint administration of other demonstration program

Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

Public housing rent determination policies

Public housing admissions policies

Section 8 admissions policies

Preference in admission to section 8 for certain public housing families

Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

| Services and Programs | | | | |
|---|----------------|---|---|--|
| Program Name & Description (including location, if appropriate) | Estimated Size | Allocation Method (waiting list/random selection/specific criteria/other) | Access (development office / PHA main office / other provider name) | Eligibility (public housing or section 8 participants or both) |
| Home Ownership Counseling | | | | Both |
| Social Service Coordinator | | Open | Development | Both |
| FSS Program | 8 | Specific | Section 8 | Section 8 |
| Resident Computer Training | | Specific | | Public |
| Transportation | | Specific | Main Office | Public |
| Head Start Program | | Specific | Main office | Main |
| Section 3 Program | | Specific | Main Office | Public |
| Resident Association Offices | | Residents | Assoc. Office | Public |
| Drug Awareness Counselor | 1 | All Residents | Assoc. Office | Public |
| | | | | |

(2) Family Self Sufficiency program/s

a. Participation Description

| Family Self Sufficiency (FSS) Participation | | |
|--|---|---|
| Program | Required Number of Participants (start of FY 2000 Estimate) | Actual Number of Participants (As of: DD/MM/YY) |
| Public Housing | | |
| Section 8 | 9 | 9 |

- 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

- X 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).

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

3. Which developments are most affected? (list below)
Elmwood and West End Gardens

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)

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

2. Which developments are most affected? (list below)
Police Substation on site and police security patrol program

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)

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action
- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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)
 Elmwood and West End Gardens

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.

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. X 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. X Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. X Yes No: Were there any findings as the result of that audit?
- 4. Yes X No: If there were any findings, do any remain unresolved?

- If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment (File name)
 - Provided below:
3. In what manner did the PHA address those comments? (select all that apply)

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)
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)
 - X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
 - X The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - X 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)

D. Other Information Required by HUD

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

RESIDENT COMMENTS

- **Residents of Elmwood and West End Gardens expressed the needs of establishing a mentoring program, playgrounds done over. Services, job training and community work requirements.**
- **A need to nominate/elect resident Commissioners**
- **A need for an assistant Social Worker**
- **New front and back doors (family units and Richmond Towers porch doors)**
- **Install new hot water heaters and patch holes in floors at West End Gardens**
- **A need to put in screens in doors and windows at all complexes**
- **A need for resident patrol, cameras inside and outside buildings**
- **Elm-West Resident Corporation for cleaning/jobs within the HA**
- **Residents of Richmond Towers presented the following comments: The need of outside paid guards (2 part time and 1 full time). Kitchen cabinets and countertops done over, GFI switches in kitchens when remodeled in 2003. Lighting inside and outside apt. complex, radiators cleaned, kitchen and bathroom vents.**

Residents discussed the use of their annual funds allocated by the Authority and the purpose of annual audits for the program.

Residents inquired if the resident association can recommend the appointment of the Resident Commissioner. They were informed that the resident association can make recommendation on candidates. Nevertheless, it is up to the City Council of the City of Plainfield to select and appoint the Resident Commissioner.

- **Attachments**

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

DECONCENTRATION POLICY

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

DECONCENTRATION INCENTIVES

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

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

OFFER OF A UNIT

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

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

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

REJECTION OF UNIT

If in making the offer to the family the Plainfield Housing Authority skipped over other families on the waiting list in order to meet their deconcentration goal or offered the family any other deconcentration incentive and the family rejects the unit, the family will not lose their place on the waiting list and will not be otherwise penalized.

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

If the family rejects with good cause any unit offered, they will not lose their place on the waiting list. Good cause includes reason related to health, proximity to work, school and childcare (for those working or going to school). The family will be offered the right to an informal review of the decision to alter their application status.

Resident Membership on the Governing Board

West End Gardens: Resident Commissioner
Mable Thompson, 523 – A West Third Street, Plainfield, NJ 07063

Resident Advisory Board Membership (RAB Board List)

| | |
|-----------------|---|
| Hattie Williams | Richmond Towers Resident Association |
| Joanne Hoillis | ElmWest Resident Association |
| Chevy Moore | Netherwood/Liberty Resident Association |
| Deneen Benson | Netherwood/Liberty Resident Association |
| Dietra Jackson | Section 8 Representative |

Assessment of Demographic Changes Since Site Based Waiting List

5/10/02

| | | White | Black | Indian | Asian | Hispanic | Total |
|-------------------------------|----------|-------|-------|--------|-------|----------|-------|
| 0 | Family | 4 | 13 | 0 | 0 | 2 | 19 |
| Bed | Elderly | 13 | 77 | 0 | 1 | 10 | 101 |
| | Handicap | 0 | 4 | 0 | 0 | 1 | 5 |
| 1 | Family | 2 | 17 | 0 | 0 | 1 | 20 |
| bed | Elderly | 1 | 2 | 0 | 0 | 0 | 3 |
| | Handicap | 2 | 0 | 0 | 0 | 0 | 2 |
| 2 | Family | 2 | 60 | 0 | 0 | 6 | 68 |
| bed | Elderly | 0 | 0 | 0 | 0 | 0 | 0 |
| | Handicap | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Family | 0 | 23 | 0 | 0 | 3 | 26 |
| bed | Elderly | 0 | 1 | 0 | 0 | 0 | 1 |
| | Handicap | 0 | 1 | 0 | 0 | 0 | 1 |
| 4 | Family | 0 | 2 | 0 | 0 | 1 | 3 |
| bed | Elderly | 0 | 0 | 0 | 0 | 0 | 0 |
| | Handicap | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | Family | 0 | 1 | 0 | 0 | 0 | 1 |
| bed | Elderly | 0 | 0 | 0 | 0 | 0 | 0 |
| | Handicap | 0 | 0 | 0 | 0 | 0 | 0 |
| Total by Race/Ethnicity | | 22 | 196 | 0 | 1 | 23 | |
| Percent of all Household | | 8.98 | 80.00 | 0.00 | 0.41 | 9.39 | |
| Total Handicap By Race/Ethnic | | 2 | 5 | 0 | 0 | 1 | |
| Percent of all Handicapped | | 0.82 | 2.04 | 0.00 | 0.00 | 0.41 | |

PHA Plan Table Library

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

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

Capital Fund Grant Number FFY of Grant Approval: (MM/2002)

x Original Annual Statement

| Line No. | Summary by Development Account | Total Estimated Cost |
|----------|---|----------------------|
| 1 | Total Non-CGP Funds | |
| 2 | 1406 Operations | |
| 3 | 1408 Management Improvement | 103,087 |
| 4 | 1410 Administration | 103,087 |
| 5 | 1411 Audit | |
| 6 | 1415 Liquidated Damages | |
| 7 | 1430 Fees and Costs | 100,000 |
| 8 | 1440 Site Acquisition | |
| 9 | 1450 Site Improvement | 60,000 |
| 10 | 1460 Dwelling Structures | 614,696 |
| 11 | 1465.1 Dwelling Equipment-Nonexpendable | |
| 12 | 1470 Nondwelling Structures | 50,000 |
| 13 | 1475 Nondwelling Equipment | |
| 14 | 1485 Demolition | |
| 15 | 1490 Replacement Reserve | |
| 16 | 1492 Moving to Work Demonstration | |
| 17 | 1495.1 Relocation Costs | |
| 18 | 1498 Mod Used for Development | |
| 19 | 1502 Contingency | |
| 20 | Amount of Annual Grant (Sum of lines 2-19) | 1,030,870 |
| 21 | Amount of line 20 Related to LBP Activities | |
| 22 | Amount of line 20 Related to Section 504 Compliance | |

| | | |
|----|---|---------|
| 23 | Amount of line 20 Related to Security | 25,000 |
| 24 | Amount of line 20 Related to Energy Conservation Measures | 100,000 |

**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 |
|---|---|----------------------------|----------------------|
| Administration Costs | Oversee Program Development & Implement. | 1410 | 103,870 |
| Management Improv. | Upgrade & Install Security Cameras | 1408 | 20,000 |
| Management | Resident Programs | 1408 | 83,087 |
| Improve. | Professional Services to be rendered | 1430 | 100,000 |
| A & E Fees | | | |
| Dwelling Structure | Fire Alarm Upgrade/Replacement | 1460 | 250,000 |
| Dwelling Structure | Heat Boilers at West End Gardens | 1460 | 270,000 |
| Dwelling Structure | Roof Repairs | 1460 | 94,696 |
| Site Improvement | Sidewalk Repairs and Parking Area Repairs/Resurface | 1450 | 60,000 |
| Nondwelling Structure | Cyclical Painting, New Stoves Refrigerators | 1470 | 50,000 |
| Total Grant Requested | | | 1,030,870 |

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) |
|--|--|---|
| Administration Costs | 12/31/2003 | 12/31/2004 |
| Management | 12/31/2003 | 12/31/2004 |
| Improve. | | |
| A & E Fees | 12/31/2003 | |
| Dwelling Structure | 12/31/2004 | 12/31/2005 |
| Site Improvement | 12/31/2004 | 12/31/2005 |
| Nondwelling | 12/31/2003 | 12/31/2004 |
| Structures | | |

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

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

| Optional 5-Year Action Plan Tables | | | | |
|---|--|----------------------------|-----------------------------------|--|
| Development Number | Development Name (or indicate PHA wide) | Number Vacant Units | % Vacancies in Development | |
| NJ39-001 | West End Gardens | 7 | 5% | |
| NJ39-002 | Elmwood Gardens | 7 | 5% | |
| NJ39-003 | Richmond Towers | 3 | 1% | |
| Description of Needed Physical Improvements or Management Improvements | | | Estimated Cost | Planned Start Date (HA Fiscal Year) |
| 195 New Kitchens at Richmond Towers | | | 800,000 | 6/30/2003 |
| New redesign of entrance areas of 5 buildings at Elmwood Gardens | | | 750,000 | 9/31/2004 |
| West End Gardens-kitchen Renovation | | | 800,000 | 9/31/2005 |
| Emergency Generators for Elmwood Gardens | | | 200,000 | 7/31/2006 |
| Home Ownership Demonstration Program | | | 500,000 | 9/30/2006 |
| Resident Programs- to promote self sufficiency & children safety program | | | 100,000 | 12/31/2003 |
| Total estimated cost over next 5 years | | | 3,150,000 | |

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 Classification | Activity Description | | | | | |
| 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> |
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HOUSING AUTHORITY OF THE CITY OF PLAINFIELD

PET POLICY

RULES FOR KEEPING PETS

I. APPROVAL

No pet may be kept unless agreed to in writing by management and an appropriate pet agreement is signed by the resident

II. SECURITY

A security deposit of \$150.00 shall be required for all dogs and cats. Management reserve the right to

Change this deposit amount consistent with federal guidelines at any time.

III. TYPES OF PETS

Dogs- No more than 18 inches in height
Must be spayed or neutered.

Cats- Must be spayed or neutered.
Must be declawed.

Birds- Must be maintained in cage at all times

Fish- Reasonable size aquarium.
Management must approve installation

IV. DOGS AND CATS

1. Dogs and cats shall be maintained within resident pet owner's dwelling unit.
2. When outside, the pet shall be kept on a leash and under the control of the resident **AT ALL TIMES**. Under no circumstances shall any cat or dog permitted to roam free in any common area.
3. All pets must have identifying tags on them.

V. LIABILITIES

- 1.
 - 2.
 - 3.
 - 4.
1. Resident's liability for damages caused by his/her pet is not limited to the amount of the security deposit. The resident will be required to reimburse the Housing Authority of the City of Plainfield for the actual cost of any and all damages caused by his/her pet.
 2. The Housing Authority of the City of Plainfield will improve a separate pet waste removal charge up to \$10.00 per occurrence on pet owners who fail to remove pet waste in accordance with pet rules.
 3. Any necessary fumigation of dwelling unit will be the responsibility of the pet owner, who will bear the cost.

VI. SANITARY STANDARDS

1. Residents agrees to comply with the Health and Safety codes of the state and city.
2. Litter box shall be changed twice weekly or more often if odor or other problems arise.
3. All animal waste or litter from cat litter boxes shall be disposed of in a sealed plastic trash bags and placed in garbage cans.
4. Cat litter shall not be dispose of by flushing down toilets.
5. Charges for unclogging toilets or clean up of common areas required because of attributable pet nuisance shall be billed to and paid by the resident pet owner.
6. Pet owners shall remove and properly dispose of all removable waste by use of pooper-scoopers.
7. Pet owners are to carry and use pooper-scooper when pets are out of dwelling unit.
8. Pet owners shall control noise and odor caused by a pet in such a way as to prevent the noise or odor may result in revocation of permission to house a pet.

VII. REGISTRATION/REGULATIONS

1. Owner is to register pet before it is brought onto premises.
Registration must include the following:

2. Certificate signed by Plainfield Department of Health
3. Information to identify the pet.
4. Name, address, and phone number of one or more parties who will provide care for the pet if owner is unable to do so.
5. Certificate stating that the pet has been inoculated as required by state and local law. The inoculation can be verified at the time of recertification.
6. Only one four-legged, warm-blooded pet is pet allowed per dwelling unit.
7. Pets are to be effectively restrained and leashed and under control of a responsible individual while in common areas of any public housing facility.
8. Pets may not be left unattended in a dwelling unit for longer than eight hours and never overnight. The owner of any pet, which creates a nuisance upon the grounds, or by excessive noise, odor or unruly behavior shall be notified of such nuisance in writing by management and shall correct such nuisance.

VII. LIABILITY AND DAMAGE

Resident agrees to hold any judgement or claims against the Housing Authority of the City of Plainfield or Site Coordinator brought by any other party in connection with any activity or damage caused by the resident's pet. Any pet who causes bodily injury to any resident, guest or Housing Authority of the City of Plainfield employees shall be immediately and permanently removed from the premises without prior notification.

Resident agrees to comply with the rules and regulations of the pet policy.

In the event of a sudden illness the resident pet owner agrees that Housing Authority of the City of Plainfield management shall have discretion with respect to the provision of care to the pet unless written instructions are provided in advance.

Housing Authority of the City of Plainfield management may revoke the permission to house on a temporary or permanent basis for the following Causes:

- a. Creation of a nuisance after proper notification consistent with the pet rules.
- b. Excessive pet noise or odor with proper notification.

- c. Dangerous behavior
- d. Excessive damage to the rented dwelling unit.
- e. Problems with vermin or flea infestation.
- f. Failure of the resident to provide adequate and appropriate vaccination of the pet.
- g. Leaving pet unattended for eight hours or longer or left alone in a dwelling unit overnight.
- h. Failure of the resident to provide adequate and appropriate vaccination of the pet.
- i. Damage to the walls, floors, or the dwelling unit below or adjacent dwelling units.

V. LEASE VIOLATION

Any violation of this agreement regarding the keeping of pets shall be violation of the Lease Agreement and shall subject the resident to appropriate penalties under state statute.

Resident Head of Household

Housing Authority of the
City of Plainfield
Public Housing Manager

Date: _____

Date: _____

COMMUNITY SERVICE POLICY
HOUSING AUTHORITY OF THE CITY OF PLAINFIELD

The purpose of this community Service Policy is to establish the guidelines for the implementation of a tenant community service program as a condition of occupancy in public housing and as required by HUD regulations (24 CFR, Part 960, subpart F and Section 512 of the 1998 QWHRA Act).

DEFINITIONS

Non-Exempt Adult Tenant shall mean a person who is 18 years of age or older, and does not meet the definition of “An Exempt Individual”. Persons eligible for a disability deduction are not necessarily automatically exempt from the Community Service, economic self-sufficiency requirement. In accordance with the 1998 QWHRA Act, a disable person is exempt only to the extent that the disability makes the person unable to comply with the Community Service requirements. In addition, persons who pay flat rent or who are over Income when they initially occupy a public housing unit are not automatically exempt.

Community Service shall mean the performance of a minimum of 8 hours per month of voluntary work or duties to the public benefit that serve to improve the quality of life and/or enhance resident self-sufficiency, and/or increase the self responsibility of the resident within the community where the resident resided. Community services shall not be paid, or a political activity.

Economic Self-Sufficiency shall mean any program, approved by the Housing Authority of the City of Plainfield, that is designed to encourage, assist, train or facilitate the economic independence of residents and their families or to provide work for participants.

An Exempt Individual shall mean an adult tenant who:

- a. is 62 years of age or older: who
- b. is a person with a vision impairment or other person with disabilities as defined under Section 216(I)(1) or 1614 of the Social Security Act, and who certifies that because of this disability she or he is unable to comply with the requirement, or is the primary caretaker of such a person, or
- c. engaged in a work activity as defined under Section 407(d) of the Social Security Act as in effect on or after July 1, 1997, or
- d. meets the requirements for being exempted from having to engage in a work activity under the New Jersey State program funded under part A of Title IV of the Social Security Act, or under any other welfare program of the State of New Jersey, including any New Jersey State-administered welfare-to-work program, or
- e. is in a family receiving assistance under a New Jersey State program funded under Part A Title IV Social
- f. Security Act or under any other welfare program of the State of New Jersey including a New Jersey State administered welfare-to-work program, and has not been found by

the State of New Jersey of any other administering entity to be in non-compliance with such a program.

LEASE AND RECERTIFICATION REQUIREMENTS

The public housing lease shall be automatically renewable, except for non-compliance with Community Service requirements (and other material violations). An annual signing process is not necessary. The public housing lease shall also provide for termination and eviction for non-compliance with the Community Service requirements.

At the time of the regularly scheduled reexamination, or an interim reexamination, the Housing Authority of the City of Plainfield will review the need to participate in the Community Service Program, and will review the extent of compliance with this requirement on the part of the family member(s) who is subject to the requirement. If the person(s) is found not to be in compliance, the Housing Authority of the City of Plainfield will so notify the person of the non-compliance and inform the person(s) that this determination is subject to the grievance procedure. The person will also be notified that unless he/she enters into an agreement to cure the non-compliance during the next 12 months, or the exact amount of time until the next required reexamination, the lease of the compliance will involve the completion of as many additional hours as is necessary to cover the entire time period of requirement, up until the time of next annual review or interim reexamination.

DOCUMENTATION AND VERIFICATION

All persons applying for exempt status from the Community Service Program must provide documentation verification of the exemption by submitting the same types and standards of verifications used to document household composition, household income, and all deductions for which the tenant may be eligible as described in the Public Housing Administration Plan. Tenants whose circumstances change during the year, and that may make the tenant eligible for an exemption from the Community Service Program requirement, may submit a written request for the exemption with supporting documentation. The Housing Authority of the City of Plainfield will review the requested and associated documentation and notify the tenant of the validity of the request and documentation. The documentation for exemption status will be kept in the tenant's household file.

According to the 1998 QWHRA Act, residents are required to perform eight hours of community service each month beginning January 1, 2001. The purpose of this

Community Service Policy is to comply with HUD regulations (24CFR, Part 960, subpart F and Section 512 of the 1998 QWHRA Act); the implementation of a tenant community service program as a condition of occupancy in public housing.

- 1) If you have not previously participated in a community services program; please make an appointment with your housing manager to discuss the services you may be able to provide the Authority.
- 2) If you have already participated in a community services program of any kind, please provide the following information to your housing manager along with documentation from the agency or agencies.

Name and address of agency/organization:

Date of service: _____

Hours of service: _____

What type of service: _____

Any violation of this agreement regarding community service shall be a violation of the Lease Agreement and shall subject the resident to appropriate penalties under state statute.

Resident Head of Household

Public Housing Manager
Housing Authority of Plainfield

Date: _____

Date: _____

LEASE

HOUSING AUTHORITY OF THE CITY OF PLAINFIELD
510 EAST FRONT STREET
Plainfield, New Jersey 07060

TENANT: _____

Lease # _____

NO. OF BEDROOMS _____

PREMISES: _____

WITNESSETH THAT:

This Residential Lease Agreement (hereinafter referred to as "Lease") is by and between the Housing Authority of the City of Plainfield, a public body corporate, as Landlord (hereinafter "PHA") and _____, a natural person, thereby the PHA leases to Tenant _____ (hereinafter referred to as "premises" or "dwelling unit").

1. LEASE/TERM OF LEASE:

The PHA hereby rents, demises and leases unto Tenant for the term hereinafter stated subject to earlier termination as hereinafter provided) the premises described above. The term of this Lease shall begin on _____, 20____, and continue until _____, 20____. At the expiration of that term the Lease, unless renewed by the parties signing a new Lease, will become a month-to-month tenancy, until such time as this Lease is terminated in accordance with the terms set forth.

2. PAYMENTS/MONIES DUE UNDER THE LEASE

The amount of rent is subject to change as determined by PHA in accordance with Federal regulations during the term of the Lease.

A. Rent for the period beginning _____, 20____, and ending at midnight on _____, 20____, is \$_____. Thereafter, monthly rent in the amount of _____ will be due on or before the first day of each month. Payments made as rent will be applied to any outstanding balances, which may include rent, utilities, maintenance, or any other balances owed. This shall not be constructed to require the acceptance by the Authority of rent payments tendered for a period subsequent to the expiration of a notice to terminate.

B. Security Deposit

Tenant agrees to pay a security deposit in the total amount of \$_____. Tenant agrees to make partial payment of _____ at signing of the Lease and \$_____, with each month's rent until security deposit is paid in full. The total security deposit will not at any time exceed one month's rent.

The deposit is to be applied against any damage done to the premise by the tenant, his/her household, guest or agent, normally wear and tear excepted: and to pay when presented with an itemized bill the full amount of any such damage in order that the deposit remain intact. Upon termination of this Lease, the deposit is to be refunded to the Tenant or to be applied to any damage or any rent delinquency, attorney's fees, court, or eviction costs, or unpaid services charges.

The security deposit will be refunded to the tenant within thirty (30) days after the tenant moves out.

Interest will accrue on the security deposit and be paid to or applied to account balance at time of Lease termination in accordance with State of New Jersey Law.

- C. A schedule of Charges to Tenants for maintenance and repair beyond normal wear and tear and utility charges for major appliances shall be posted in the on-site management office. Charges are due and payable on the date stated in the notice in which the charges are due and payable on the date stated in the notice in which the charge is made, but no sooner than 14 days after delivery of the notice.

D. LATE CHARGES

Any rent payment received by the Authority after the posted grace period shall be subject to a late charge which will be due and payable immediately and along with the monthly rent. The due dates shall be posted at the offices of the Authority. The late charge shall be \$15.00 for the first occurrence in 12 month period, \$20.00 for the second and \$25.00 for the third on all successive late payments within a 12 month period. No late charges shall apply for seniors/disabled.

- E. In the event the Tenant is late in the payment of rent on three occasions in any 12-month period, the Tenant may be subject to eviction as a "habitual late payer".

F. Attorney, Court and Eviction Costs

Tenant will be charged a fee to cover costs and/or reasonable attorney's fees the court may award whenever the PHA incurs costs and attorney fees in connection with legal proceedings in which the Tenant does not prevail in the court action. In the event of an eviction, the Tenant gives the PHA permission to remove from the public way and store any personal property

left in the unit and to dispose of such property as prescribed by law and agrees that the Tenant will be responsible for the actual cost for removing any personal property from the unit, and any other costs directly associated with the eviction. An attorney fee of \$25.00 shall be assessed, each time a court appearance by counsel is required, whether for trial, motion or other hearing.

G. UTILITIES

The Authority will furnish without additional charge the following: Heat, electricity, gas, hot and cold water. Utilities are to be furnished to at least the extent required by local custom and usage as Local and State Law. Electricity is that utilized by standard electrical appliances. An excess utility charge will be imposed on the Tenant of the electricity used by any major Tenant supplied appliance such as washing machine, clothes dryer, air conditioner, microwave oven, freezer, etc. These excess utility charges are posted in the office of the Authority. The Authority is not responsible for the failure to furnish utilities if the cause is beyond the control of the Authority. The mere presence of such an appliance, or appliance, shall be basis for an excess utility charge.

3. REDETERMINATION OF RENT, DWELLING SIZE AND ELIGIBILITY

Tenant agrees that any changes in household composition or any changes in the income of a household member whereby any person other than the household member whereby any person other than the household members identified in Section 2 of this Lease begins to reside at the lease premises, or any of the persons identified in Section 2 of this Lease discontinue residing at the leased premises, or any change of a member in income must be reported to the PHA in writing within ten (10) days of the occurrence of such change, at least once each year when requested by the PHA for certification. Tenant also agrees to furnish accurate information to the PHA as to identify, income, and employment of all persons residing upon leased premises. This information shall be used by the PHA in determining whether the rental should be changed, whether Tenant is still eligible for low rent housing. Tenant also shall give the PHAA authorization to verify all sources of income. This determination will be made in accordance with the approved Admission and Occupancy Policy in the PHA's office.

- A. Rentals fixed in Section 3 hereof or as adjusted to the above will remain in effect for the period between rent determinations. Where the Tenant, intentionally or by mistake has misrepresented or failed to submit to the

PHA any facts required for the determination of rent, the PHA may charge and collect as rent the difference between the rent actually paid and the rent which would have been due had the proper documentation been submitted by the Tenant, in a timely fashion. This obligation shall be considered retroactive rent and shall be payable in monthly installments over a period of no more than one year. The PHA shall also have available in such event, at its option, the remedy of termination as provided in Section 12.A.8 of the Lease. If this Lease is an extension of occupancy by the Tenant under prior lease or leases with the PHA, such amount due under the prior lease or leases may be charged and collected as if the same had occurred hereunder, as part regular monthly rent.

- B. In the event of any rent adjustment to the above, the PHA will mail or deliver a "Notice from Rent" to the Tenant in accordance with Section hereof. In case of a rent decrease, the adjustment will become effective the first month following the change circumstances, provided that the Tenant has timely reported such change. In the case of a rent increase, adjustment will become effective the first of the second month following the change, unless such date is sooner than the 14th day after delivery of notice to Tenant concerning the change, in which event the change shall take effect on the first day of the second month following the change (unless the rent increases is the result of a change in household composition or income which is not reported within ten (10) days or result finding of a misrepresentation as provided above). The Tenant agrees to be bound by any change determined by the PHA to be necessary by application of this paragraph.
- C. If the PHA in its sole discretion determines that the size of the dwelling unit is no longer appropriate to the Tenant's needs, and a unit of the appropriate size is available, the Tenant shall be offered said unit and shall move within 30-days unless otherwise authorized by the PHA. If the Tenant fails to accept offered unit, the PHA may terminate this Lease. The Tenant shall not be required to move in cases of verified hardship due to employment or health reason.
- D. When the PHA redetermines the amount of rent (Total Tenant Payment or Tenant Rent) payable by the Tenant, not including determination of the PHA's schedule of Utility Allowances for families in the PHA Public Housing Program, or determines that the Tenant must transfer to another unit based on family composition, the PHA shall notify the Tenant that the Tenant may ask for an explanation stating the specific grounds of the PHA determination, and that if the Tenant does not agree with the determination, the tenant shall have the right to request a hearing under the PHA's grievance procedure.

4. OCCUPANCY

- A. The Tenant shall have the right to exclusive use and occupancy of the lease premises. Guests or visitors of the Tenant may be accommodated for no longer than a period of two weeks per visitors. "Guest" means a person in the lease unit with the consent of a household member. The Tenant must notify the PHA in writing of all overnight guests staying on the premises for more than 1 week, The written notice must be given no later than the third day after the guest begins staying at the premises. If any visit will be extended beyond two weeks, the Tenant must notify the PHA in writing stating the reasons for the extended visit, which must be authorized by PHA.
- B. In the event the Tenant seeks a transfer to another unit; the violation of this lease or the non-payment of rent shall cause the Tenant to lose any priority on the transfer list. The Tenant shall not have the right to select the unit or project.

5. OBLIGATIONS TO PHA

PHA shall be obligated, other than for circumstances beyond its control, ass follows:

- A. To maintain the premises and the project, in decent, safe and sanitary condition.
- B. To comply with the requirements of applicable building codes, housing codes, and HUD regulations materially affecting health and safety.
- C. To make necessary repairs to the dwelling unit.
- D. To keep project buildings, facilities sand common areas are not otherwise assigned to the Tenant for maintenance and upkeep, in a clean and safe condition
- E. To maintain in good and safe working order and condition: electrical, plumbing, sanitary, heating, ventilating, and other facilities and appliances, including elevators, supplied or required to be supplied by the PHA.

- F. To provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual Tenant household) for the deposit of garbage, rubbish and other waste removed from the premises by the Tenant in accordance with Section 7(J).
- G. To supply running water and reasonable amounts of heat at appropriate times of the year as required by New Jersey State Law except where heat or hot water is generated by an installation within the exclusive control of the Tenant and supplied by a direct utility connection.
- H. To notify the Tenant of the specific grounds for any proposed adverse action by the PHA. (Such adverse action includes, but not limited to, proposed Lease termination, transfer of the Tenant to another unit, or imposition of charges for maintenance and repair, or for excess consumption of utilities).

When the PHA is required to afford the Tenant the opportunity for a hearing under the PHA's grievance procedure for a grievance concerning a proposed adverse action:

(1) The notice of proposed adverse action shall inform the Tenant of the right to request such hearing. In the case of a lease termination a notice of lease termination in accordance with HUD's code of federal regulations 24 CFR Sec. 966.4(1)(3) shall constitute adequate notice of proposed adverse action.

(2) In the case of a proposed adverse action other than a proposed lease termination, the PHA shall not take the proposed action until the time for Tenant to request a grievance hearing has expired, and (if a hearing was timely requested by the Tenant) the grievance process has been completed.

6. OBLIGATIONS OF THE TENANT

Tenant shall be obligated as follows:

- A. To pay rent, each month in the amount fixed by this lease or any amendment.

- B. To pay any and all amounts coming due and being deemed as “additional rent”.
- C. Not to assign this Lease or to sublease or transfer possession of the premises.
- D. Not to provide accommodations for boarders or lodgers.
- E. To use the dwelling unit solely as a private dwelling for Tenant and Tenant’s household as Identified in the Lease, and not to use or permit its use for any other purposes. With the consent of the PHA, members of the household may engage in legal activities in the dwelling unit, where the PHA determines that such activities are incidental to primary use of the leased unit for resident by members of the household.
- F. To abide by the Rules and Regulations issued by the PHA. A copy of such Rules and Regulations are provided to Tenant; A violation of any term, statement or obligation contained in the Rules and Regulations shall be deemed a substantial breach of a material term of this Lease and shall be grounds for termination of this written Lease.
- G. To comply with all obligations imposed upon Tenants by any and all applicable provisions of federal, state, or local law, statute or regulation and of building and housing codes materially affecting health and safety.
- H. To comply with the covenants, by-laws, and Rules and Regulations of any Tenant Association or Resident Association operating at the site in which the Tenant resides under this Lease.
- I. To keep the dwelling unit, adjacent grounds and other such areas as may be designed to Tenant’s use in a clean, orderly and safe condition.
- J. To provide reasonable care (including changing batteries) and perform interim testing of apartment smoke detectors to assure they are in working order.

- K. To dispose of all garbage, rubbish, and other waste from the premises in a sanitary and safe manner and in compliance with the Rules and Regulations.
- L. To use only as intended the electrical, plumbing sanitary, heating, ventilation, air-conditioning and other facilities and appurtenances including the facility's elevators.
- M. To refrain from and to cause household and guest to refrain from destroying, defecting, damaging or removing any part of the premises or project.
- N. To conduct himself/herself and cause other persons who are on the premises with his/her consent (whether or not such person's presence on the premises is then known by the Tenant or the Tenant is aware of the Tenant is aware of the conduct of such persons) to conduct themselves in a manner which is legal, orderly and which will not disturb his neighbors peaceful enjoyment of their accommodations and will be conducive to maintaining the Development in a decent, safe and sanitary condition and is not in conflict with the provisions of the Rules and regulations.
- O. To provide that the Tenant, any member of the Tenant's household, any guest or any other person under the Tenant's control, shall not engage in criminal activity, including, but not limited to, drug-related criminal activity, on or near the premises, while Tenant is a resident in public housing. (Drug-related criminal activity means the illegal manufacture, sale distribution, use or possession with intent to manufacture, sell, distribute, or use of a controlled substance).
- P. To agree to strictly abide by the PHA Pet Policy where a Tenant and/or member of her household or guest of the household keeps a pet upon the PHA premises. A copy of the Pet Policy has been provided to the Tenant. Prior to bringing a pet to the PHA's property, the Tenant must execute the Pet Policy and agree to incorporate the terms contained into this written lease.
- Q. To pay charges (other than for normal wear and tear) for the repair of damages to the premises, Development buildings, facilities or

common areas caused by Tenant. Tenant's household or guest, or by the Tenant's failure to report needed repairs in accordance with a schedule of charges as posted in the PHA office from time to time. Any damage to the premises which is not described in the written report of inspection prior to Tenant's occupancy will be presumed to have been caused by Tenant.

- R. To pay charges for excess utilities as additional rents.

- S. (1) To permit the PHA (pursuant to the provisions of Section 10 hereof) entrance to the dwelling unit for the purpose of performing periodic maintenance, inspection, reading utility meters, routine maintenance and per diem repairs for making improvements or to show the premises for leasing.

(2) Entrance to any Tenant's apartment for the purpose of this Paragraph shall be made only after knocking at least three (3) times to elicit a response from an occupant, and presentation of PHA identification.

- T. To promote report to the PHA any needed repairs to the Leased dwelling unit and to report damages to any common areas throughout the PHA premises.

- U. To comply with the PHA of any circumstances that shall cause the individual to and incorporated in this written lease.

- V. To advise the PHA of any circumstances that shall cause the individual to and incorporated in this written lease.

- W. To refrain from the illegal use or illegal possession of firearms and/or other weapons. Any such illegal use or possession of such firearm or weapon shall be grounds for termination of this written lease.

- X. To leave the dwelling unit upon vacating the premises, in a clean condition (normal wear and tear excepted) and to return the keys to the PHA. Any property left by the Tenant in or about the premises after he/she vacates or is evicted will be considered as abandoned and may be disposed of as the PHA sees fit.

7. DEFECTS, HAZARDS TO LIFE, HEALTH OR SAFETY

A. The Tenant shall immediately report any defects in the dwelling unit or premises, which represent hazards to life health or safety of the Tenant's neighbors.

B. The PHA shall be responsible for repair of a dwelling unit within a reasonable time of the filing of a work order with the PHA; provided, that if the damage was caused by the Tenant, Tenant's household or guest, the cost of the repairs shall be charged to the Tenant.

C. The PHA shall offer standard alternative accommodation, if available, in circumstance where necessary repairs cannot be made within a reasonable time.

D. In the event repairs are not made in accordance with subparagraph, rent shall be abated in proportion to the seriousness of the damage and loss suffered by the Tenant, provided, however, that no abatement of rent shall occur if the Tenant rejects the alternative standard accommodation or if the damage was caused by the Tenant, the Tenant's household or guest.

E. In the event the Tenant claims a rent adjustment under the provisions of this section, he/she shall pay the entire amount of rent due to the PHA for the rent period for which a rent adjustment is claimed. The Tenant's rent paid shall be held in escrow pending a decision in accordance with the grievance procedure referred to in Section 13 of this Lease.

8. PRE-OCCUPANCY AND PRE-TERMINATIONAL INSPECTIONS

A. The PHA and the Tenant shall inspect the dwelling unit prior to the Tenant taking possession. The PHA will furnish the Tenant with a written statement of the condition of the premises, the dwelling unit and the equipment provided with unit. The statement shall be signed by the PHA and the Tenant. Once executed the written statement is incorporated into this written lease.

B. At the time Tenant vacates the unit, the PHA shall inspect the unit and furnish the Tenant with a written statement of any charges to be made in accordance with Section 7(Q). The PHA shall notify the Tenant of the inspection, and Tenant may join in such inspection, unless the Tenant vacates the premises without prior notice to the PHA.

9. ENTRY OF PREMISES DURING TENANCY

A. Upon advance notification to the Tenant, the PHA shall be permitted to enter the dwelling unit during the hours of 8:00 a.m. and 6:00 p.m., for the purpose of performing routine inspections and maintenance, for making improvement or repairs, or to show the premises for lease renewal. A written statement specifying the purpose of management entry delivered to the premises at least two days before such entry shall be considered advance notification; response to request by Tenants for repairs and services would not require two days notice. If the Tenant is visually impaired, all notices must be in an accessible format.

B. The PHA may enter the premises at any time without advance notification when there is reasonable cause to believe that an emergency conditions exists.

C. In the event that the Tenant and all adult members of Tenant's household are absent from the premises at all time of entry, the PHA shall leave on the premises a written statement specifying the date, time and purpose of entry prior to leaving the premises.

D. In the event that a building wide inspection is conducted for the purpose of enforcing the administrative rules and regulations of the PHA is a reasonable and lawful effort to insure the safety and security of PHA residents, staff and property. Tenant shall provide access to said premises without witness without advance notice. Said inspection shall be conducted in a manner necessary to achieve the objective of (1) identification and removal of unauthorized occupants and (2) inspection of the condition of the units.

10. NOTICE

- A. Except as provided in Section 10(B), notice to the Tenant shall be in writing and delivered to the Tenant or to an adult member of the Tenant's household residing in the dwelling or sent by prepaid first-class mail, properly addressed to the Tenant.
- B. Notice to the PHA shall be in writing, delivered to the PHA's office or sent by prepaid first-class mail, properly addressed to the PHA's Office.
- C. Notices sent by regular mail first class mail shall be deemed delivered on the second business day after depositing the same for mailing with the U.S. Postal Service postage prepaid.

11. TERMINATION OF LEASE

- A. The PHA shall not terminate or refuse to renew this Lease other than for substantial or repeated violation of the material terms of this written Lease. The following terms shall be considered material but are not an exclusive listing:
 - 1. Obligations of the Tenant identified in Section 4 and 7 of this Lease.
 - 2. The terms and provisions of the Rules and Regulations.
 - 3. Nonpayment of rent or other charges under the Lease (utilities, maintenance).
 - 4. Repeated and/or habitual late payment of rent.
 - 5. Violation of the Terms and Provision of the Pet Policy.
 - 6. Serious or repeated interference with the rights of other tenants.
 - 7. Damages to the dwelling unit and/or PHA premises.
 - 8. Alteration, repair, sale, sublease, destruction or other partial or complete disposition of the leased premises or any part thereof.
 - 9. Failure to report a change of income, employment, identity of household members or failure to provide any other information required by this Lease or the failure to appear personally and comply with a request to recertify household income.

10. Misrepresentation (intentional or unintentional) of any material fact in application for housing, or any statement submitted to the PHA. Misrepresentation of any fact, status, etc. given the PHA at recertification.
11. Such change in household size or composition as to render inappropriate the Tenant's continued occupancy of the above premises. Tenants refusal to relocate at the request of PHA to a dwelling unit of an appropriate size.
12. Either of the following types of criminal activity by the Tenant, any member of the household, guest, or another person under the Tenant's control, shall be caused for termination of tenancy.
 - (a) A criminal activity that threatens the health, safety or right to peaceful enjoyment of the PHA's public housing premises by other residents.
 - (b) Any drug-related criminal activity on or near such premises as defined in Section 7(N) of this Lease.
 - (c) Any violation of the PHA's "One Strike and You're Out" Policy.

13. This Lease shall terminate upon the death of a Tenant, and may not be assigned to any other household member or person without the consent of the Authority, payment of rent arrears or retroactive rent and the execution on a new lease.

- B. The PHA shall give written notice of termination of this Lease of:
1. 14 calendar days in the case of failure to pay rent.
 2. A reasonable time commensurate with the exigencies of the situation in the case of creation or maintenance of a threat to the health or safety or other of other Tenant's or the PHA's employees or property.
 3. 30 calendar days in all other cases.
- C. The notice of Lease termination to the Tenant shall state specific grounds of termination, and shall inform the Tenant of the Tenant's right to request a grievance hearing in accordance with the PHA's grievance

procedure.

D. A Notice to Vacate which is required by State or local law, may be combined with or run concurrently with a Notice of Lease Termination.

E. When the PHA is required to afford the Tenant the opportunity for grievance hearing under the PHA's grievance procedure for a grievance concerning the lease termination, the tenancy shall not terminate (even if any notice to vacate under State or local law has expired) until the time for the Tenant to request a grievance hearing has expired, and (if a hearing was timely requested by the Tenant) the grievance process has been completed.

F. When the PHA is not required to afford the Tenant this opportunity for a grievance hearing under the administrative grievance procedure for a grievance concerning the Lease termination, and the PHA has decided to exclude such grievance from the grievance procedure, the notice of Lease termination shall:

1. State that the Tenant is not entitled to a grievance hearing on the termination.
2. Specify the judicial eviction procedure to be used by the PHA in order to recover possession of the dwelling unit and set forth that the procedure provides the opportunity for a hearing in court that contains the basic elements of due process, as defined in HUD regulations.
3. State whether the eviction is for a criminal activity and/or for drug related criminal activity as described in the PHA "One Strike and You're Out" Policy.
4. The PHA may evict the Tenant from the unit only by bringing a court action.
5. In deciding to evict for criminal activity, the PHA shall have discretion to consider all of the circumstances of the case, including the seriousness of the offenses, the extent of participation by family members, and effects the eviction would have on family members not involved in the proscribed activity. In appropriate cases, the PHA may impose a condition that family members who engaged in the proscribed activity will not reside in the unit and/or will be restrained from coming to PHA premises. The PHA may require a family member who has engaged in the illegal use of drugs to present evidence of successful completion of a treatment program as a condition of being allowed to reside in the unit.

G. Notice to Post Office: When the PHA evicts an individual or family from dwelling unit for engaging in criminal activity, including drug-related criminal activity, the PHA shall notify the local post office service that such individual or family is no longer residing the dwelling unit and is no longer authorized to received mail at that address.

H. The PHA shall provide the Tenant a reasonable opportunity to examine, at the Tenant's request, before a PHA grievance hearing or judicial trial, concerning a termination of tenancy or eviction, any documents, records and or regulations which are in the possession of the PHA, and which are directly relevant to the termination of tenancy or eviction. The Tenant shall be allowed to copy any such documents, records and regulations at the Tenant's expense. A notice of lease termination shall inform the Tenant of the Tenant's right to examine the PHA's documents, records and regulations at the Tenant's expense. A notice of lease termination shall inform the Tenant of the Tenant's right to examine PHA's documents, records and regulations concerning such Tenant's termination of Tenancy or eviction.

The Lease may be terminated by the Tenant, at any time by giving thirty (3) calendar days advance written notice, to become effective at the end of the month, to the PHA in the manner specified in Section 11 (B).

12. WAIVER

The failure of the PHA to exercise its right or remedy as provided herein shall not effect the right to do so at a later date for similar causes.

13. MODIFICATIONS

Modifications of this Lease must be accompanied by a written Addenda to the written Lease executed by the PHA and the Tenant, except for rent redeterminations, eligibility for low-rent housing appropriateness of dwelling size, schedules of special chargers for services, repairs and utilities, Rules and Regulations Pet Policy and Community Service Requirements Addenda's which are incorporated in this Lease specifically and by reference. Matters incorporated in the Lease by reference shall be publicly posed in a conspicuous manner in the PHA's office and shall be furnished to Tenants on request. If such schedules, rules and regulations are modified, the PHA shall give at least 30-day written notice to each affected Tenant setting forth the proposed modification, the reason therefore, and provided the Tenant an opportunity to present written comments which shall be considered by the PHA prior to the effective date

of the proposal modification.

14. MISCELLANEOUS

A. Captions. Captions or paragraph headings contained in this Lease are set forth for convenience and reference only and do not affect substance of the Sections so captioned.

B. Counterparts. This Lease may be executed in several counterparts, each of which shall be considered to be an original.

C. Integration. The provision of this Lease, together with any future supplements or amendments, constitute the entire agreement of PHA and Tenant with respect to the subject matter hereof and there exist no other prior or contemporaneous oral or written agreements with respect to such subject matter. No other change hereto shall be made except in writing, signed and dated by the Tenant and an authorized representative of PHA.

D. Prior Leases Between Tenant and PHA. It is hereby further understood and agreed between the Tenant and the PHA that the PHA reserve and remedies to terminate this Lease and/or to make any claim for rent due or other changes or other Lease violations arising under prior Lease with the Tenant for these leased premises and/or other premises leased by the PHA, and that such claims any be endorsed as if arising under this Leased.

E. Accommodation of the Handicapped. A handicapped person shall for all purpose under Lease be provided reasonable accommodation to the extent necessary to provide purpose under this Lease be provided reasonable accommodation to provide the handicapped person with an opportunity to use and occupy the unit in a manner equal to that of non-handicapped person. This paragraph shall constitute notice as required by 24 CFR sec. 966.7(b) that the Tenant may at any time during the term hereof or any renewal request reasonable accommodation of a handicap of a household member, including reasonable accommodation so that the Tenant can meet Lease requirements or other requirements, of tenancy.

15. RECEIPT FOR ATTACHMENTS

By signing this written Lease, Tenant hereby acknowledges receipt of all attachments and addenda hereto, same, which are listed:

- a. Tenant Rules and Regulations
- b. Pet Policy
- c. Community Service Requirement
- d. "One Strike and You're Out" Policy
- e. Lead Paint Disclosure