

<b>Annual PHA Plan</b> <i>(Standard PHAs and Troubled PHAs)</i>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires: 02/29/2016</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

**Applicability.** Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

**Definitions.**

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

<b>A.</b>	<b>PHA Information.</b>					
A.1	<p><b>PHA Name:</b> <u>Housing Authority of Gloucester County</u> <b>PHA Code:</b> <u>NJ 204</u>  <b>PHA Type:</b> <u>Standard PHA</u>  <b>PHA Plan for Fiscal Year Beginning:</b> (MM/YYYY): <u>01/2017</u>  <b>PHA Inventory</b> (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)  <b>Number of Public Housing (PH) Units:</b> <u>262</u> <b>Number of Housing Choice Vouchers (HCVs):</b> <u>1929</u>  <b>PHA Plan Submission Type:</b> <u>Annual Submission</u></p> <p><b>Availability of Information.</b> PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><input type="checkbox"/> <b>PHA Consortia:</b> (Check box if submitting a Joint PHA Plan and complete table below)</p>					
	<b>Participating PHAs</b>	<b>PHA Code</b>	<b>Program(s) in the Consortia</b>	<b>Program(s) not in the Consortia</b>	<b>No. of Units in Each Program</b>	
					<b>PH</b>	<b>HCV</b>
	Lead PHA:					
<b>B.</b>	<b>Annual Plan Elements</b>					

<p><b>B.1</b></p>	<p><b>Revision of PHA Plan Elements.</b></p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s):</p> <ul style="list-style-type: none"> <li>• Statement of Financial Resources prepared in accordance with 24 CFR 903.79 (b) has been updated to reflect HAGC's estimates of anticipated resources available for the fiscal year.</li> <li>• Operations and Management Policies have been updated to include descriptions of protections under federal laws including the Americans with Disabilities Act of 1990 and the Violence Against Women's Reauthorization Act of 2013. Revised elements also include greater details on HAGC's policy on Live-in Aide verification, guests, voucher extensions, moves with continued assistance, and acceptance, denials of Request for Tenancy Approval and policies on Fair Hearings.</li> <li>• Grievance Procedure has been modified to permit additional time for HAGC applicants and participants to submit request for Fair Hearings and mandates a showing of exceptional circumstances for requests made beyond the allowed time frame. For public housing, additional changes were made in accordance with the Streamline Rule regarding the section of Hearing Officers and maintenance of hearing decisions.</li> <li>• Safety and Crime Prevention Statement has been updated to reflect additional measured taken by HAGC to ensure the safety of residents including the installation of security cameras in owned and managed buildings.</li> <li>• Pet Policy has been amended to extend the definition of the types of pets allowed and implement a Pet Care plan in the event the resident is no longer able to care for the pet.</li> </ul> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
<p><b>B.2</b></p>	<p><b>New Activities.</b></p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Demolition and/or Disposition.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Non-Smoking Policies.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project-Based Vouchers.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <ul style="list-style-type: none"> <li>• See attached Plan to Designate Deptford Park and Carino Park Apartments for Occupancy by Elderly and Near-Elderly and Disabled Residents Only. The Designation Plan has been presented to and approved by the Resident Advisory Board.</li> <li>• In Accordance with The Housing Opportunity Through Modernization Act, The RAB supports the award of Project Based Vouchers at Nancy J. Elkins, a building owned and managed by HAGC.</li> </ul>

<p><b>B.3</b></p>	<p><b>Civil Rights Certification.</b></p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <ul style="list-style-type: none"> <li>See attached Certifications of Compliance with the PHA Plans and Related Regulations</li> </ul>
<p><b>B.4</b></p>	<p><b>Most Recent Fiscal Year Audit.</b></p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p> <ul style="list-style-type: none"> <li>During the course of the Audit it was determined than an adjusting journal entry was necessary in order to achieve proper presentation of the financial statements. A material adjusting journal entry related to the insurance proceeds and impairment loss for a major floor at one of HAGC's projects resulting in an increase in assets.</li> <li>HAGC attempted to comply with the new Federal regulations related to allocations of personnel costs during the year through time studies and other means. However, when the accounting records were finalized, certain allocations were made where were considered reasonable by management but which were not supported by a written allocation basis to reflect the work performed on each program. HAGC has now prepared a written allocation plan.</li> </ul>
<p><b>B.5</b></p>	<p><b>Progress Report.</b></p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <ul style="list-style-type: none"> <li>See attached Five Year goals containing summaries of the progress towards achieving the goals.</li> </ul>
<p><b>B.6</b></p>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N  <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <ul style="list-style-type: none"> <li>See attached comments of the RAB and narrative describing the analysis of the RAB recommendations.</li> </ul>
<p><b>B.7</b></p>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <ul style="list-style-type: none"> <li>See attached Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan.</li> </ul>
<p><b>B.8</b></p>	<p><b>Troubled PHA.</b></p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A  <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p><b>C. Statement of Capital Improvements.</b> Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p> <ul style="list-style-type: none"> <li>See attached Statement of Capital Funds.</li> </ul>	
<p><b>C.1</b></p>	<p><b>Capital Improvements.</b> Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p> <ul style="list-style-type: none"> <li>HAGC submitted and obtained HUD approval of the HUD-50075.2 for Fiscal Year 2016.</li> </ul>

**Instructions for Preparation of Form HUD-50075-ST  
Annual PHA Plan for Standard and Troubled PHAs**

**A. PHA Information.** All PHAs must complete this section.

**A.1** Include the full **PHA Name, PHA Code, PHA Type, PHA Fiscal Year Beginning (MM/YYYY), PHA Inventory, Number of Public Housing Units and or Housing Choice Vouchers (HCVs), PHA Plan Submission Type,** and the **Availability of Information,** specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24 CFR §903.23\(4\)\(e\)](#))

**PHA Consortia:** Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

**B. Annual Plan.** All PHAs must complete this section.

**B.1 Revision of PHA Plan Elements.** PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no." ([24 CFR §903.7](#))

**Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#)) Provide a 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. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

**Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). ([24 CFR §903.23\(b\)](#)) Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24 CFR §903.7\(b\)](#)) Describe the PHA's procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24 CFR §903.7\(b\)](#)). A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24 CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24 CFR §903.7\(b\)](#))

**Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

**Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24 CFR §903.7\(d\)](#))

**Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA. ([24 CFR §903.7\(e\)](#))

**Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24 CFR §903.7\(f\)](#))

**Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPE I public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

**Community Service and Self Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)](#)) A description of: 1) Any programs relating to services and amenities provided or offered to assisted families; and 2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS. ([24 CFR §903.7\(l\)](#))

**Safety and Crime Prevention.** Describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities. (24 CFR §903.7(m)) A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

**Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. (24 CFR §903.7(n))

**Asset Management.** State how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory. (24 CFR §903.7(q))

**Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. (24 CFR §903.7(r)(2)(i))

**Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

**B.2 New Activities.** If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

**Hope VI or Choice Neighborhoods.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Mixed Finance Modernization or Development.** **1)** A description of any housing (including project number (if known) and unit count) for which the PHA will apply for Mixed Finance Modernization or Development; and **2)** A timetable for the submission of applications or proposals. The application and approval process for Mixed Finance Modernization or Development is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. (Notice PIH 2010-30)

**Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and **2)** A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm). (24 CFR §903.7(h))

**Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. Include the following information: **1)** development name and number; **2)** designation type; **3)** application status; **4)** date the designation was approved, submitted, or planned for submission, and; **5)** the number of units affected. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. (24 CFR §903.7(i)(C))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>. (24 CFR §903.7(j))

**Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

**Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The

PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7. \(24 CFR 960.503\)](#) (24 CFR 903.7(b))

**Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7. \(24 CFR 960.505\)](#) (24 CFR 903.7(b))

**Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21. \(24 CFR §903.7\(e\)\)](#)

**Project-Based Vouchers.** Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. [\(24 CFR §903.7\(b\)\)](#)

**Units with Approved Vacancies for Modernization.** The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

**Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

**B.3 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. [\(24 CFR §903.7\(o\)\)](#)

**B.4 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. [\(24 CFR §903.7\(p\)\)](#)

**B.5 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. [\(24 CFR §903.7\(r\)\(1\)\)](#)

**B.6 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. [\(24 CFR §903.13\(c\), 24 CFR §903.19\)](#)

**B.7 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. [\(24 CFR §903.15\)](#). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

**B.8 Troubled PHA.** If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." [\(24 CFR §903.9\)](#)

**C. Statement of Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. [\(24 CFR 903.7\(g\)\)](#)

**C.1 Capital Improvements.** In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template:

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality.

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**HOUSING AUTHORITY OF GLOUCESTER COUNTY**  
**STATEMENT OF HOUSING NEEDS &**  
**STRATEGY FOR ADDRESSING HOUSING NEEDS**  
**2017 Agency Plan**

The Public Housing and Section 8 Housing Choice Voucher Programs operated by the Housing Authority are needed in Gloucester County. The community views them as an asset, in general. In previous years, HUD considered the Housing Authority a High Performing Agency in the administration of its Public Housing Program, with the Section 8 Program also being rated as a High Performer under the HUD criteria. Congress, and consequently, HUD, has drastically cut the Authority's funding and which has had a negative effect on our operations. The Housing Authority intends to continue to operate its programs effectively and efficiently given the staffing constraints we face and will strive to achieve a high performer designation. The Housing Authority will pursue additional affordable housing for the County when appropriate opportunities are available. The Housing Authority will strive to make opportunities available to participants in its programs to enhance their quality of life.

Housing for the elderly will generally be provided in concentrated multifamily settings to allow economies of scale in the operation of the development and provision of services. Housing for families, particularly those with children, will generally be provided on a non-concentrated basis and shall, to the maximum extent possible, remain invisible in the community in which it is located. Housing for the disabled will, to the maximum extent possible, meet the needs of the individual's particular disability.

As of June 2016, 8,242 families are active on the Public Housing Program wait list and 3,102 families are active on the Section 8 Housing Choice Voucher Program wait list.

As of the date the 2017 Agency Plan is drafted the S8 Housing Choice Voucher waiting list is closed. HAGC opened the S8 wait list once every 3-4 months for one week at a time during 2004 in accordance with the approved plan. With the 2005 Agency Plan submission, HAGC requested to keep the S8 HCV wait list closed and only opened as determined necessary by the Executive Director on an ongoing basis. The request was approved by HUD. HAGC anticipates opening the wait list in Fall of 2016. The Public Housing wait list remains open on an ongoing basis.

Please note the following according to the Gloucester County Consolidated Plan for fiscal years 2015-2019:

The most important impediment revolves around the lack of Federal and State resources for affordable housing initiatives. Gloucester County and its municipalities do not put any limitations on growth. Through vehicles such as zoning ordinances, subdivision controls, permit systems, housing codes and standards new construction restrictions and rent control, Gloucester County has attempted to minimize the barriers that may impede the development of affordable housing.



The Consolidated Plan identifies the following barriers to affordable housing:

- The high cost of housing created by a demand for housing, both existing and new, which exceeds the current supply.
- Continuously shrinking Federal and State funding sources to subsidize affordable housing projects limiting opportunities.
- The relatively low-income level of many of the residents of the County.
- Some federal and state regulations, especially those related to the production and conservation of affordable rental units.
- Land use controls used by municipalities
- Property Taxes
- Permit Delays

Renters between 0-30% AMI have the greatest percentage of having at least 1 or more of the four housing problems (lacks kitchen or complete plumbing, severe overcrowding and severe cost burden). On the other hand, owners between 30-50% AMI have the greatest percentage of having at least 1 or more of the four housing problems. The online survey conducted as part of the Citizen Participation process indicated a need for rehabilitation of both renter and owner-occupied housing units. According to the 2010-2012 ACS data the median income of Gloucester County households was \$74,915. Seven percent of households had income below \$15,000 a year. Accordingly, an Extremely Low-income household would typically earn up to \$7,609 annually and would tend to experience the most distressed housing conditions. 4,496 of Extremely Low-income renter households were considered Cost Burdened more than 30% and 3,769 of Extremely Low-income renter households were considered Cost Burdened more than 50%.

There are two income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole. They are: The data shown in the 0-30 AMI notes that 20.6% of the Black population in the 0%-30% Area Median have one or more of four housing problems. This number, exceeds the percentage of the Black population by 10 percentage points, of the County overall, which is 10.1%, demonstrating a disproportionate need. The data shown in the 0-30 AMI notes that 36% of the Black population in the 0%-30% Area Median have Housing Cost Burdens. This number exceeds the percentage of the Black population of the County overall by 10 percentage points, which is 10.1%, demonstrating a disproportionate need

In Gloucester County, among the civilian non-institutionalized population in 2008-2012, 12 percent reported a disability.

Following are various strategies the Authority will use to address the housing needs in Gloucester County as reported in previous Agency Plans. HAGC strives to employ each of the strategies below as much as our budgetary constraints will permit. The single most valuable resource is additional housing units. The Authority will aggressively pursue any additional units from HUD when available. Also, please refer to the 5-Year Goals and Objectives for additional strategies regarding fulfilling our mission.

### Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction

In the past years, HAGC has employed the above strategy; however, HAP funding constraints prevent us from doing so. HAGC has increased the payment standard in February 2016.

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

1. Participate in the Section 8 Homeownership Program to increase the

number of affordable housing units available.

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

Select all that apply

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

2. Participate in the Section 8 Homeownership Program to increase the number of affordable housing units available.

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working

HAGC would like to employ the above strategy, however, the income targeting regulations prevent us from doing so.

- Adopt rent policies to support and encourage work
- Other: (list below)

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints (due to cuts to administrative funds in Section 8 HCV and forced reduction in PH Operating Subsidy)
- Limited availability of sites for assisted housing

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

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## **Article I. General Provisions**

### **Section 1.01 Program Objectives**

The Objective of the Section 8 Housing Choice Voucher and Moderate Rehabilitation Programs is to house income eligible families in safe, sanitary, and affordable housing within the operating jurisdiction of the Housing Authority of Gloucester County (“The Authority”). Such housing shall be in accordance with the rules and regulations governing the Programs, the Department of Housing and Urban Development's (HUD) Section 8 Regulations, as well as all Federal, State and Local Fair Housing Laws and Regulations.

### **Section 1.02 Administrative Authority**

This document serves as the Authority's operational handbook for the implementation of the Housing Choice Voucher Program and Moderate Rehabilitation Program. It also functions as the Authority's *Administrative Plan* and complies with all of the requirements of 24 C.F.R. §982.54, *Administrative plan*. Its purpose is to provide guidance for the consistent application of the policies and procedures adopted by the Authority in its administration of the Housing Choice Voucher Program and Moderate Rehabilitation Program. The Authority is committed to administering the programs to ensure that individuals and households are not denied housing opportunities because of their race, color, sex, age, ethnic origin, religion, disability, familial status, actual or perceived sexual orientation, gender identity or marital status. Furthermore, it is the intention of the Authority to administer the Programs to affirmatively further fair housing in accordance with the Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988), Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act, Violence Against Women Reauthorization Act of 2013 (VAWA), and The Age Discrimination Act of 1975.

### **Section 1.03 Extenuating Circumstances**

The following conditions are recognized by the Authority as extenuating circumstances that may affect the Authority's administration of the program: Domestic violence; a serious housing quality standards violation; a catastrophe such as a fire, flood or other act of nature; or a risk of violence against a household member as a reprisal for providing information to a law enforcement agency, or because of his or her race, color, religion, sex, national origin, handicap, or familial status. Further, on a case-by-case basis, the Authority may consider an exception to one of its standard policies if there is evidence of a sufficient extenuating circumstance.

### **Section 1.04 File Maintenance**

The Authority maintains an electronic file for each applicant, participant and owner. The electronic file shall be considered the official file. The Authority also maintains a paper file, the purpose of which is to support the electronic file.

## Article II. Program Eligibility

The Authority will take the necessary steps to ensure that every individual and family admitted to the programs meets all program eligibility requirements. This includes any individual approved to join the family after the family has been admitted to the program. The family must provide any information needed by the Authority to confirm eligibility and determine the level of the family's assistance.

### Section 2.01 Definitions

- (a) Family: A Family may consist of any single person or a group of persons that are related by blood, marriage, operation of law, or have evidenced a stable family relationship over a period of time to the satisfaction of the Authority by sharing expenses, family responsibilities, and a residency; and whose incomes and resources are jointly available to meet the needs of the family.
- (b) Elderly or Disabled Family: An elderly or disabled family is a family whose head, spouse, or sole member is at least sixty-two years of age or who is physically, mentally, or developmentally disabled in accordance with Section 223 of the Social Security Act or Section 102b(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970. A disabled person is considered an elderly family for the purpose of qualifying as a household type.
- (c) Family Share: Family Share shall mean the portion of rent and utilities paid by the family. The family share is calculated by subtracting the amount of the housing assistance payment from the gross rent. The Authority may not use the housing assistance payment or other program funds (including the administrative fee reserve funds) to pay any part of the family share. Payment of the family share is the responsibility of the family.
- (d) Dependent: A dependent is a family member who is under 18 years of age or a person of any age who is a person with a disability or a full-time student, except that the following persons can never be dependents: the head of household, spouse, cohead, foster children/adults and live-in aides. Identifying each dependent in the family is important because each dependent qualifies the family for a deduction from annual income. Dependents that are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant or participant family 51 percent or more of the time. When more than one applicant or assisted family (regardless of program) are claiming the same dependents as family members, the family with primary custody at the time of the initial examination or reexamination will be able to claim the dependents. If there is a dispute about which family should claim them, the Authority will make the determination based on available documents such as court orders, or an IRS return showing which family has claimed the child for income tax purposes.

### Section 2.02 Pre-Applications

At the discretion of the Executive Director, the Authority will accept pre-applications for assistance on an as needed basis. The Executive Director will review the waiting lists and determine whether pre-applications will be accepted and the length of time to accept pre-applications. Pre-applications will be accepted by mail at:

The Housing Authority of Gloucester County -Tenant Processing Center-Main Office  
100 Pop Moylan Blvd, Deptford  
New Jersey 08096

OR

Online at <http://www.hagc.org>

Pre-applications must contain sufficient information for the Authority to make preliminary determinations of eligibility and local preference status. If the pre-application does not contain sufficient information to make a preliminary determination of eligibility, the applicant will be notified to submit the needed information. The head of the applicant family on the pre-application will be assigned a confirmation number and placed on the appropriate waiting list(s), if eligible. All applicants will have the opportunity to apply for any applicable programs administered by the Authority. If the information on the pre-application shows the applicant to be obviously ineligible, the confirmation letter will state the reasons for the determination of ineligibility, and offer the applicant the opportunity for an informal review.

### **Section 2.03 Organization of Wait List**

All eligible applicants will be placed on the waiting lists based on the date and time the application was received. There will be one (1) waiting list maintained for the Section 8 Housing Choice Voucher Program and one (1) for the Moderate Rehabilitation Program. The waiting lists will be assembled in sequential order with the applicant's name, family unit size, annual income, qualifications for any local preference, and racial or ethnic designation of the head of household noted. The Moderate Rehabilitation waiting list represents different bedroom sizes, as the program is unit based.

### **Section 2.04 Opening and Closing of Waiting Lists**

The waiting lists will be opened or closed at the discretion of the Executive Director considering the available funding, length of the wait lists, and whether the waiting list includes a sufficient number of extremely low-income families. See attached Equal Housing Opportunity Policy Section C Affirmative Marketing/Outreach to Families for the Authority's practice on encouraging full participation of the public when the wait lists are opened. When the Executive Director determines that the wait lists contain an adequate pool for use of available program funding, the Authority may stop accepting new applications and close the wait lists.

### **Section 2.05 Notification of Selection from Waiting Lists**

Families selected from the waiting lists will be notified of their selection by a written communication, the method of which is selected by the family in the application. This communication is deemed "The Interview Letter". In accordance with the Interview Letter,



families must respond to the Authority within 10 (ten) calendar days of the date of the letter to schedule an interview appointment.

### **Section 2.06 Reporting Changes in Family Circumstance While on a Waiting List**

While the family is on the waiting list, the family must report to the Authority changes in family size or composition, preference status, contact information, including current residence, mailing address, and phone number. All changes must be reported in writing. Failure to keep the Authority informed of all changes of address will prevent The Authority contacting an applicant, and leaves the Authority no alternative but to remove the applicant from the waiting list. In the event this happens, it will be necessary for the applicant to file a new application.

### **Section 2.07 Local Preference**

#### **(a) Eligibility for Local Preference**

Applicants living in the county jurisdiction and applicants with a household member who works in the jurisdiction may be entitled to a local preference. Applicants are afforded the opportunity to claim a local preference at any time on the waiting list. A change from no preference to a preference must be supported by the proper documentation. An applicant who is homeless will receive a local preference if they can document to the satisfaction of the Authority that they lived or worked in the operating jurisdiction immediately prior to becoming homeless. Applicants who have been notified that they are hired to work in a residency preference area are treated as residents of the residency preference area.

Participating Communities of the Authority include: Clayton, Glassboro, Deptford Township, East Greenwich, Greenwich Township, Harrison Township, Logan Township, Mantua Township, Monroe Township, National Park, Paulsboro, Swedesboro, Washington Township, West Deptford Township, Westville, Woodbury, Woodbury Heights, Woolwich Township and Franklin Township.

#### **(b) Verification of Local Preference**

To be entitled to a local preference, applicants must submit objective, third party documentation of the residence or employment. All documents received to verify a local preference must be dated and current. To be considered “current” a document must not be dated more than sixty (60) days before the issuance date of a Voucher to an applicant household. All certifications from a third party (including facsimile transmissions) must be on the agency’s letterhead, dated and signed by the appropriate representative of the agency. If verifications are more than sixty (60) days old before a Voucher is issued, new written verifications must be obtained.

#### **(c) Glassboro Residents/Woolwich Township/Franklin Township**

Pre-Applications received for Glassboro residents registered prior to 3/25/09, Woolwich Twp residents registered prior to 12/21/10, and Franklin Township residents registered prior to 8/1/16 will obtain a local preference if the client re-registers. A letter indicating that the Authority is updating information with the new date and time with a local

preference will be mailed to the client. The new application date and time with a local preference will be used in order to benefit the client. Clients updating information that are still residing in Glassboro or Woolwich Twp and are working in Glassboro or Woolwich Twp. will not obtain the local preference as these clients are residents of the Borough of Glassboro prior to 3/25/09, Woolwich twp prior to 12/21/10, and Franklin Township prior to 8/1/16 their preference status has not changed. Clients updating information that are still residing in Glassboro, Franklin Twp, or Woolwich Twp and report they are working in the operation jurisdiction of the Authority other than Glassboro, Franklin Twp, or Woolwich Twp will obtain a local preference, regardless of their application date. Clients updating information that do not live in Glassboro, Franklin Twp, or Woolwich Twp and do not have a local preference may notify the Authority that they are now living and/or working in Glassboro, Franklin Twp, Woolwich Twp or any other area in the operating jurisdiction of the Authority will obtain a local preference.

### **Section 2.08 Targeted Housing Choice Vouchers**

Certain families may qualify for “Targeted” Housing Choice Vouchers. The Authority will designate qualified families for targeted purposes as such. These targeted Housing Choice Vouchers shall not be based on the identity or location of the housing unless approved by the Department of Housing and Urban Development. The Housing Choice Vouchers so allocated shall include, but are not limited to, such targeted cases as:

- Applicants certified as living in transitional housing;
- Applicants certified as living in housing that is not affordable, according to the Gloucester County Division of Social services;
- Applicants certified as receiving temporary rental assistance or who are certified as eminently homeless by GCDSS;
- Applicants certified as having graduated from group residence;
- Applicants who are disabled and under the age of 62 years; Applicants who are disabled and under the age of 62 years and have been denied public housing due to the Authority’s designated housing plan approved by HUD;
- Families displaced because of demolition or disposition of a public housing project;
- Families residing in HUD- owned multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- Applicants certified as Veterans.
- Applicants certified as a Victim of domestic violence.

### **Section 2.09 Continuously Assisted Families**

A family is considered "continuously assisted" under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act Program when the family is admitted to the Housing Choice Voucher Program. For purposes of income eligibility, a family will be

considered "continuously assisted" upon admission into the Housing Choice Voucher Program only when there is a break of no more than 60 calendar days between participation in the assisted programs.

### **Section 2.10 Citizenship Status**

Applicants must meet the documentation requirements of citizenship or eligible immigration status. Persons claiming citizenship are required to provide verification of citizenship through United States passport; Resident alien card; Registration card; Social Security card; or other appropriate documentation. Persons claiming eligible immigration status must present appropriate immigration documents which are verified by the Authority through Immigrations and Naturalization Service. Non-citizens claiming eligible immigration status must provide all of the following evidence: The signed declaration of eligible immigration status; one of the INS documents specified in the attached Non-Citizen Rule Summary of Documentation Requirements prepared by HUD; A signed verification consent form describing transmission and use of the information obtained. All applicant families will be notified of the requirement to submit evidence of their citizenship status when they apply.

### **Section 2.11 Social Security Numbers**

The applicant and all members of the applicant's household disclose the complete and accurate social security number (SSN) assigned to each household member, and the documentation necessary to verify each SSN. However, If a child under the age of 6 years was added to the assistance applicant household within the 6-month period prior to the household's date of voucher issuance, the assistance applicant may become a participant, so long as the social security documentation is provided to the Authority within 90 calendar days from the date of the Housing Assistance Payment contract. The Authority will grant an extension of one additional 90-day period if it determines that, in its discretion, the assistance applicant's failure to comply was due to circumstances that could not reasonably have been foreseen and were outside the control of the applicant.

### **Section 2.12 Screening for Drug Abuse and Other Criminal Activity**

The Authority will obtain criminal conviction records from a law enforcement agency to screen applicants for program admissions. The Authority will request applicant families to submit a consent form signed by each adult household member for the release of criminal conviction records. The Authority must impose permanent bans, on two classes of applicants: (1) applicants who have been convicted of manufacturing methamphetamine on federally assisted property; and (2) applicants who are required to register as sex offenders for life.

The Authority will also determine whether an applicant has ever been evicted from federally assisted housing for drug-related criminal activity. If such an eviction took place in the past three years, the applicant must be denied unless he can show either: (1) He/she has successfully

completed drug rehabilitation, or (2) the circumstances that led to the prior eviction no longer exist (e.g., the death or incarceration of the person who committed the drug-related criminal activity). If, however, the eviction took place more than three years prior to the application, the Authority has the discretion to admit the applicant.

Applicants who currently use illegal drugs or abuse alcohol are also prohibited. The Authority must deny admission where they have reasonable cause to believe that a household member's (1) illegal use of a controlled substance, (2) abuse of alcohol, or (3) pattern of illegal use of controlled substance or alcohol may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

See attached "One Strike and You're Out" Policy for a complete list of all prohibited activity resulting in a denial of assistance or termination of household. The Authority will not consider arrests that result in dismissed charges, acquittals and other dispositions short of a finding of guilty.

### **Section 2.13 Income Criteria**

#### **(a) Income Definitions:**

- **Extremely Low Income Family:** A family whose annual income does not exceed the higher of: (1) the poverty guidelines established by the Department of Health and Human Services applicable to the family of the size involved (except in the case of families living in Puerto Rico or any other territory or possession of the United States); or (2) 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings 66 higher or lower than 30 percent of the area median income for the area if HUD finds that such variations are necessary because of unusually high or low family incomes.
- **Very Low Income Family:** A family with an anticipated annual income that does not exceed 50% of median income.
- **Low Income Family:** A family with an anticipated annual income does not exceed 80% of median income.

#### **(b) Income Eligibility**

##### **1) Section 8 Housing Choice Voucher**

At least 75% of the families who are admitted to the Housing Choice Voucher Program during the Authority's fiscal year must be extremely low-income. Income limits are posted online through HUD.

##### **2) Moderate Rehabilitation Program**

Not less than 40% of new families admitted into the Program must be extremely low income. In order to achieve the income targeting requirement of 40% of new admissions, families with incomes greater than 30% of the area median income will be temporarily skipped on the waiting list. Once at least 40% of the new admissions into

each project have incomes at or below 30% of the area median income, the families that had been temporarily skipped may be admitted in accordance with the following limitations. Since all of the Authority's Moderate Rehabilitation projects were established after 1981, the anticipated annual income of not more than 15% of the new families admitted must not exceed 80% of the area median income (low income) other than very low income families. The number of families selected from the group that had been temporarily skipped will vary in order to be in compliance with the requirements that at least 40% of the new admissions must have incomes at or below 30% of the area median income, no more than 15% are at or below 80%, and the remaining new admissions have incomes at or below 50% of the area median income (very low income).

(c) Income Targeting

The annual gross income of the applicant family is used for income-targeting purposes. The Authority will regularly monitor the income levels of its waiting list applicants and new admissions in order to be sure that it will meet its income-targeting requirement by the end of its fiscal year. Certain families, including those that are “continuously assisted” and families admitted that were displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low income housing as defined by HUD, are not subject to income targeting requirements and shall not be included in the calculation of meeting the income targeting percentage. The Authority may skip non-extremely low-income families on the waiting list to ensure this requirement is met.

**Section 2.14** Calculating Income

HUD regulations specify the sources of income to include and exclude to arrive at a family's annual income. Annual income is determined by calculating a family's anticipated total gross income minus allowable exclusions.

(a) Definitions:

For the purpose of determining eligibility annual income means all amounts, monetary or not (1) Which go to or on behalf of the family head or spouse or any other family member; (2) That are anticipated to be received from a source outside the family during the 12 month period following admission or the annual reexamination effective date; and (3) Which are not specifically excluded by Federal Regulations. Annual income also includes amounts derived from assets to which any family member has access. In addition to this general definition, HUD regulations establish policies for treating specific types of income and assets. The Authority will comply with HUD regulations and policies in calculating income from various sources.

1. Alimony and Child Support Alimony and child support payments are counted as income. If the amount of child support or alimony received is less than the amount awarded by the court, the Authority must use the amount awarded by the court unless

the family can verify that they are not receiving the full amount or have not received it for 60 consecutive days. The Authority will accept as verification that the family is receiving an amount less than the award if: The Authority receives verification from the agency responsible for the enforcement of collection; The family furnishes documentation of child support or alimony collection action filed through a child support Enforcement/collection agency, or has filed an enforcement or collection action through an attorney. Direct pay child support arrangements must be verified and accompanied with proof of current address and income of the payer. The Authority and may require a court enforced Order if the Authority is not able to verify the direct pay arrangement.

(b) Verifying income

HUD's Enterprise Income Verification (EIV) system will be used to verify employment and income. The Authority will also use third party verifications to confirm income and employment. When third party verifications are not received in time to establish eligibility or complete a recertification, the Authority shall document the reason why the third party verification was not used and compute annual income on a provisional basis based upon review of documents. The annual income computation should then be compared to that with the third party verification upon receipt. Adjustments to the amount of rental subsidy will be made based upon the discretion of the Section 8 Supervisor or Intake Supervisor, as appropriate.

(c) Zero Income

For those cases where the participant reports Zero income, the Authority will require the participant to periodically (usually every 3 months) report the current income and provide an explanation as to how the family is paying for this household needs by completing a Zero Income Checklist.

(d) College Students Enrolled in Institutions of Higher Education

If a student enrolled at an institution of higher education is under the age of 24, is not a veteran, is not married, does not have a dependent child, and is not a person with disabilities receiving HCV assistance as of November 30, 2005, the student's eligibility must be examined along with the income eligibility of the student's parents. In these cases, both the student and the student's parents must be income eligible for the student to receive HCV assistance. If, however, a student in these circumstances is determined independent from his/her parents in accordance with Authority's policy, the income of the student's parents will not be considered in determining the student's eligibility.

1. The Authority will consider a student "independent" from his or her parents and the parents' income will not be considered when determining the student's eligibility if the following four criteria are all met: The individual is of legal contract age under state law. The individual has established a household separate from his/her parents for at least one year prior to application for occupancy or the individual meets the U.S. Department of

Education's definition of independent student. To be considered an independent student according to the Department of Education, a student must meet one or more of the following criteria: Be at least 24 years old by December 31 of the award year for which aid is sought Be an orphan or a ward of the court through the age of 18 Be a veteran of the U.S. Armed Forces Have one or more legal dependents other than a spouse (for example, dependent children or an elderly dependent parent) Be a graduate or professional student Be married The individual was not claimed as a dependent by his/her parents pursuant to IRS regulations, as demonstrated on the parents' most recent tax forms. The individual provides a certification of the amount of financial assistance that will be provided by his/her parents. This certification must be signed by the individual providing the support and must be submitted even if no assistance is being provided.

### **Article III. Removal from Waiting Lists**

#### **Section 3.01 Reasons for Removal**

Applications found ineligible for assistance and/or withdrawn for any reason are removed from the active list. These applicants will not be denied the opportunity to file a new application when the waiting list is open. A family cannot receive assistance in more than one assistance program at the same time. Further, Applicant families may be removed from the waiting list for the following reasons:

- (a) Failure to timely respond to the Interview Letter;
- (b) Failure to attend two scheduled interview appointments;
- (c) Failure to respond to requests for information from the Authority;
- (d) Failure to notify the Authority, in writing, of any address changes;
- (e) Failure to attend the Tenant Briefing Program;
- (f) Failure to timely submit a Request for Approval of Tenancy to the Authority.

#### **Section 3.02 Procedures for Removal**

All applicants will be notified by written communication, the method of which is selected by the applicant in the application, of the Authority's intention to remove the applicant from the waiting list. The notice will contain a brief statement of the reasons for the decision. The communication further explains the applicant family's right to an informal review to dispute the removal, which must be requested by the family, in writing, within 30 calendar days of the date of the letter. For applicants on the Housing Choice Voucher waiting list, those who decline one form of assistance for another do not lose their place on the waiting list. Applicants who decline both forms of assistance may be removed from the waiting list.

## **Article IV. Issuance of Assistance**

### **Section 4.01 Family Interview**

When selected from the waiting list, the family is interviewed by the Authority. Families must schedule an interview appointment within 10 calendar days of the date of the Interview Letter and attend the interview appointment where all paperwork is to be signed by the appropriate family members. The family will be notified in The Interview Letter of the necessary documents to bring to the interview. Following the interview, the family will have up to 30 calendar days to provide any requested information to the Authority. At the interview, the family will be provided an explanation of the program including the family's responsibilities while receiving assistance. After the interview appointment, the family's income, assets, medical costs, child care costs, disability, handicap or student status, and qualification for the local preference(s) will be verified through an independent, third party, as appropriate. Failure to attend the interview, or timely provide all requested information, will result in removal from the waiting list. Being invited to attend an interview does not constitute admission to the program.

### **Section 4.02 Tenant Briefing Program**

If after independent, third party verification the family's anticipated annual income (in accordance with Federal Laws and Regulations) is less than the appropriate Income Limit, as determined by the HUD, the family will be invited to attend a "Tenant Briefing Program" (TBP) Class. At the TBP the family will be supplied an information packet containing the items and information specified in 24 C.F.R. § 982.301(b). Only after attending the TBP Class will the family will be issued the Housing Choice Voucher or Moderate Rehabilitation Certificate of Family Participation. Applicants who fail to attend a scheduled briefing will automatically be scheduled for another briefing. The Authority will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without the Authority's approval, will be denied assistance.

### **Section 4.03 Subsidy Standards**

The subsidy standard is the criteria established by the Authority for determining the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

#### **(a) Requirements**

The subsidy standard must provide for the smallest number of bedrooms needed to house the family without overcrowding, must comply with HQS space requirements, and must be applied consistently for all families of the same size and composition. There must be at least one bedroom or living/sleeping room of appropriate size for each two persons. Persons of opposite sex, other than husband and wife or children age six or younger will not be requirement to occupy the same bedroom or living/sleeping room.

#### **(b) Exceptions**

The Authority will consider requests for an exception to the subsidy standards on a case-by-case basis. The family must request an exception to the subsidy standards in writing. The request should explain the reason for the request and how a larger/smaller unit would



improve the current circumstances of the household. The Authority may grant an exception from the established subsidy standards if it is determined that an exception is justified because of the age, sex, health, handicap, or relationship of household members or other personal circumstances. However, for a single person, other than a disabled or elderly person or remaining family member, the exception may not override the limitation that family unit size for any family consisting of a single person must be either a zero or one-bedroom unit.

(c) Live in Aides

A health care provider must document the need for a live-in aide. Accordingly, HAGC will seek a “Verification of Need for Live-In Aide” from a health care provider. Live-in aides will be verified at intake and during the participant’s reexamination so long as a live-in aide is needed.

Once determined eligible for a live-in aide, HAGC will determine whether the specific individual identified by the family is eligible by conducting a background /criminal check. HAGC may disapprove a particular person as a live-in aide if s/he has: (1) committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program; (2) committed drug-related criminal activity or violent criminal activity; or (3) currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

Once the particular aide is deemed eligible, HAGC will require the participant to complete a live-in aide certification form.

Live-in aides will not be considered as a remaining member of the tenant family. Occasional, intermittent, multiple, or rotating care givers typically do not meet the definition of a live-in aide. A live-in aide must reside with a family permanently for the family unit size to be adjusted in accordance with the subsidy standards.

#### **Section 4.04 Vouchers**

(a) Submission of Requests for Approvals

The voucher is issued after the family has been certified eligible and briefed on program requirements or when the participant family wishes to move to another unit with continued tenant based assistance. The term of the Housing Choice Voucher will be suspended upon submission of a Request for Tenancy Approval (RFTA). Suspension shall mean stopping the clock on the term of a family's voucher after the family submits a request for approval of the tenancy. The RFTA form must be signed and dated by both the owner of the proposed unit and the head of the household and have a copy of the owner's proposed lease agreement attached. The suspension will end on the date the Authority approves or denies the RFTA and notifies the family in writing whether the request has been approved or denied. Suspension of terms will be documented by the Intake Staff in the applicant's electronic file.

If the Authority determines that the request cannot be approved for any reason, the Authority will instruct the owner and family what is necessary to approve the request or advise why the request cannot be approved. A family will initially be issued one RFTA form, but may request additional RFTA to allow concurrent submissions. Families are responsible for communicating with landlord to ensure that the RFTA has been properly and timely submitted to the Authority for approval.

(b) Requests for Extension

The initial term of the Housing Choice Vouchers is sixty (60) days. If a household fails to submit a RFTA within the sixty (60) day term, the household may request an extension. The Housing Choice Vouchers will be extended for an additional term of up to sixty (60) days upon written request by the Housing Choice Voucher holder. Such request must be received by the Authority prior to the initial expiration date. The length of the extended term will be at the discretion of the Intake Supervisor, or her designee. In determining the length of the extension, the Intake Supervisor shall consider the totality of the circumstances including the cause of the delay and reasonable efforts to secure housing during the delay. It is recognized by the Authority that many factors influence how quickly a Housing Choice Voucher holder can lease an acceptable unit. Illness, the weather (winter snow or summer heat), lack of public or private transportation, employment commitments, demands of children, disability, and other factors may delay the search for housing. The Authority may require applicants to submit periodic progress reports regarding their status on leasing a unit.

**Section 4.05 Limitations on non-residents**

Non-residents applicants must lease a unit within the Authority's operating jurisdiction during the initial year. Non-residents may seek an exemption in writing of this requirement from the Executive Director.

**Article V. Occupancy Policies**

**Section 5.01 Family Obligations**

Obligations of the family are described in the Housing Choice Voucher (HCV) regulations and on the voucher itself. These obligations include responsibilities the family is required to fulfill, as well as prohibited actions. A family's action or inactions in performing the following obligations affect both program eligibility and continued participation in the Program. All changes in income or family composition must be reported to the Authority in writing within 14 calendar days after they occur.

- The family must supply any information that the Authority or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status. "Information" includes any requested certification, release or other documentation;

- The family must supply any information requested by the Authority or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements;
- The family must disclose and verify social security numbers and must sign and submit consent forms for obtaining information in accordance with HUD requirements
- The family must be responsible for specific HQS breaches;
- The family must allow the Authority to inspect the unit at reasonable times after reasonable notice;
- The family must not commit any serious or repeated violations of the lease;
- The family must notify the Authority and the owner before the family moves out of the unit or terminated the lease on notice to the owner;
- The family must promptly give the Authority a copy of any owner eviction notice;
- The family must use the assisted unit for residence by the family. The unit must be the family's only residence;
- The family must have the composition of the assisted family residing in the unit approved by the Authority. The family must promptly inform the Authority of the birth, adoption or court-awarded custody of a child. The family must request Authority approval to add any other family member as an occupant of the unit;
- The family must promptly notify the PHA if any family member no longer resides in the unit;
- Members of the household may engage in legal profitmaking activities in the unit, but only if such activities are incidental to primary use of the unit for residence by members of the family;
- The family must not sublease or let the unit;
- The family must not assign the lease or transfer the unit;
- The family must supply any information or certification requested by the Authority to verify that the family is living in the unit or that the family is absent from the unit;
- The family must not own or have any interest in the unit;
- The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs;
- The members of the household may not engage in drug-related criminal activity or violent criminal activity or other criminal activity that threatens the health, safety, or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises;
- The members of the household must not abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises;
- An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program.

## **Section 5.02 Payment Standards**

For Housing Choice Voucher Program participants, the Authority maintains a schedule of payment standards by unit size. An evaluation of the Housing Choice Voucher Program affordability adjustment shall be made annually prior to implementing a change in the Housing Choice Voucher Program Payment Standard Schedule. Affordability adjustments shall be made to the Payment Standards by the Executive Director or his/her designee, following an affordability adjustment study and determination. The affordability adjustment shall be conducted so as to determine whether families have a sufficient level of subsidy to allow freedom of choice in the selection of rental housing within the Authority's jurisdiction. Affordability adjustments in the Payment Standard will be consistent with funding limitations as set forth in the Annual Contributions Contract, Federal Law, and regulations set by HUD. The Authority may establish a higher payment standard (although still between 90% and 110% of the Fair Market Rents for Gloucester County, as determined by HUD) as a reasonable accommodation for a family that includes people with disabilities.

## **Section 5.03 Rent**

### **(a) Rent to Owner**

Rent to owner is the total monthly rent payable to the owner under the lease for the unit. Rent to owner includes payment for any housing services, maintenance and utilities the owner is required to pay and provide for.

### **(b) The total tenant payment is the greater of: (1) 30% of the family's monthly adjusted income; or (2) 10% of the family's monthly income. At the time the Authority approves tenancy for initial occupancy of a dwelling unit, if the gross rent for the unit is greater than the payment standard for the family, the family share should not exceed 40 percent of the family's adjusted monthly income.**

### **(c) Minimum Rents**

- For the Moderate Rehabilitation Programs, the minimum total tenant payment is equal to \$0.
- For the Housing Choice Voucher Program, the minimum family contribution is equal to \$0.

### **(d) Utility Allowances**

The Authority shall maintain utility allowance schedules by unit type and bedroom size in accordance with Federal Laws and Regulations. If applicable, The Authority will issue a utility reimbursement check from the Authority towards the allowance for tenant supplied utilities to the tenant for the purpose of assisting with utility payments. However, The Authority may issue utility payments directly to the utility suppliers.

## **Section 5.04 Reasonableness of Rent**

### **(a) Objectives**

The Authority must make a rent reasonableness determination at initial occupancy and whenever the owner requests a rent adjustment. The purpose of the rent reasonableness limitation is to ensure that a federally subsidized rent does not exceed the fair rental value of a comparable unit on the private unassisted market. Reasonable rent is defined as "a

rent to owner that is not more than rent charged 1) for comparable units in the private unassisted market and 2) For comparable unassisted units in the premises. By accepting each monthly payment from the Authority, the owner certifies that the rent to owner is not more than the rent charged by the owner for comparable unassisted units.

(b) Determination of Reasonableness

To determine reasonableness of rent, the Authority obtains data of comparable unassisted units within the Authority's operating jurisdiction. The market data is obtained from various sources considering contract rent, tenant supplied utilities, age of unit, amenities, location, housing services, maintenance or utilities provided by the owner. Prior to approving the initial contract, and at the time of any increases in contract rent, the Authority will compare the gross rents of the comparable units to that of the target unit. If the gross rent of the target unit exceeds that of the comparable units, the Intake Supervisor or the Section 8 Supervisor, as appropriate, will review the file and determine whether or not to approve the rent.

(c) Changes in Rent

After the initial term of the lease, the owner may increase the rent. The owner must notify the Authority in writing of the increase at least 60 days before the change is to be effective. Changes in the rent are subject to rent reasonableness requirements.

### **Section 5.05 Family Absence from Dwelling**

For purposes of this section, "absence" means that no member of the family is residing in the unit.

(a) Limitations on Absences

The family may be absent from the unit for brief periods. A family must notify the Authority in writing of any absences longer than 30 calendar days. Such notification should include the purpose of the absence. In no case can any absence exceed 90 consecutive calendar days. Housing assistance payments terminate if the family is absent for longer than the maximum period permitted. The term of the HAP contract and assisted lease will also terminate.

(b) Temporary Absences

Generally an individual who is or is expected to be absent from the unit for 90 consecutive days or less is considered temporarily absent and continues to be considered a family member. Generally an individual who is or is expected to be absent from the unit for more than 90 consecutive days is considered permanently absent and no longer a family member. Exceptions to this general policy are discussed below. If the period of absence is expected to occur during the projected time frame for either annual re-examination or Housing Quality Standard (HQS) inspection, the family must make alternative arrangements to meet their family obligations that are acceptable to the Authority. If the assisted lease contains provisions regarding tenant absence from unit, the family must document that it has complied with these lease provisions. All Housing Assistance over-payments may be recouped from both the owner and the family for any unauthorized absences.

- a. Absent Students When someone who has been considered a family member attends school away from home, the person will continue to be considered a

family member unless information becomes available to the Authority indicating that the student has established a separate household or the family declares that the student has established a separate household

- b. Absences Due to Placement in Foster Care Children temporarily absent from the home as a result of placement in foster care are considered members of the family. If a child has been placed in foster care, the Authority will verify with the appropriate agency whether and when the child is expected to be returned to the home. Unless the agency confirms that the child has been permanently removed from the home, the child will be counted as a family member. This also applies to minor children who are in detention facilities, such as juvenile hall.
  - c. Absent Head, Spouse, or Cohead An employed head, spouse, or co-head absent from the unit more than 90 consecutive days due to employment will continue to be considered a family member.
  - d. Family Members Permanently Confined for Medical Reasons If a family member is confined to a nursing home or hospital on a permanent basis, that person is no longer considered a family member and the income of that person is not counted. HAGC will seek verification of permanent confinement
  - e. Absences Due to Incarceration:
- (c) Verification of Absences  
The Authority may verify family occupancy or absences, through letters to the family's subsidized unit, phone calls, home visits, or through questions to landlords or neighbors, as determined necessary.
- (d) Resumption of assistance after an absence  
The Authority must terminate the HAP contract for an assisted unit if the family is absent from the assisted unit for more than 180 consecutive calendar days. If this occurs, the family must submit a written request to continue in the Housing Choice Voucher Program within 14 days of the termination of the HAP contract. This request must be made in writing, and the family must subsequently provide all required information and documents by the specified deadline in order for the Authority to recertify continuing eligibility and issue a new voucher. If a request is not received, or if the family does not provide required documents by the established deadlines, the family will be notified that the family has been deemed to have voluntarily given up their HCV Section 8 assistance. If the family's HAP contract was terminated after the 180 day limit for a previously approved absence and the family cannot submit or complete a request for recertification within 14 days due to special circumstances beyond the family's control, which include, but are not limited to, hospitalization, convalescent care, or disability, the Executive Director may permit an additional period of time for the family to request readmission or resumption of assistance.

## **Section 5.06 Families Who Wish to Move With Continued Assistance**

- (a) Limitations on Moving
  - o The Authority will not permit any family to move during the initial year of the assisted occupancy. After the initial year of assisted occupancy a family, who is not in violation of any family obligations, may move, provided that they supply 60 calendar days written notice, prior to the first of the month, to both the

landlord and to the Authority. The family must also be in compliance with all family obligations as set forth in 24 CFR 982.551 to be granted Authority permission to move. In any one year, a participant family may not move more than one time. The Authority may deny permission to move if there is not sufficient funding for continued assistance or the family is not in compliance with the program requirements and the Authority has grounds for denying or terminating the family's assistance. Such requests shall be documented with proper financial documentation demonstrating the Authority's inability to support the request. In the event the family's request is denied due to insufficient funding, the Authority will provide a letter to the tenant at the time the move is denied. The Authority shall consider a Family's request to move for thirty (30) days from the date the request was filed if there is insufficient funding to immediately grant the request. If funds become available within thirty (30) days which would allow the Family to move, the Authority shall notify the Family by a letter that funds are available, and that the request is granted.

(b) Requests to Move Prior to End of Lease

Should a participant notify the Authority that they wish to vacate a unit before the end of an assisted lease, the participant may only move with continued assistance if they provide the Authority with sufficient documentation demonstrating a Mutual Termination of Lease tenancy with the landlord. The family must also be in compliance with all family obligations as set forth in 24 CFR 982.551 to be granted Authority permission to move. In the cases where the landlord will not release the tenant, the tenant may only move with continued assistance upon the written approval from the Executive Director, or his designee. A participant's failure to provide proper notice to their landlord or the Authority before vacating an assisted unit will result in the delay, denial, or termination of housing assistance to the household.

(c) VAWA Protections

An assisted family is allowed to move to a new unit with continued assistance if the family or a member of the family is or has been the victim of domestic violence, dating violence, sexual assault, or stalking and the move is needed to protect the health or safety of the family or family member. See section of Protections under VAWA.

### **Section 5.07 Portability**

Portability is the process of renting a dwelling unit; or purchasing a dwelling within Section 8 Tenant-based voucher assistance outside the jurisdiction of the initial Public Housing Authority. Within the limitations of the regulations and this plan, a participant family or an applicant family that has been issued a voucher has the right to use tenant-based voucher assistance to lease a unit anywhere in the United States providing that the unit is located within the jurisdiction of a PHA administering a tenant-based voucher program. Portability assistance will not be provided for a participant family if the family has moved out of its assisted unit in violation of the lease. See exceptions for VAWA under Section on Protections under VAWA.

### **Section 5.08 Continued Assistance When the Assisted Family Breaks up**

Generally, the assistance will remain with the household members who remain in the contract unit. If the Voucher holder passes away leaving only minor children in the assisted unit, the Authority may consider a request to transfer the Voucher into the name of the individual named as guardian of the minor children. The decision of which family members continue to receive assistance will be made on a case-by-case basis considering the following factors: If any family members are caring and providing for minor children; If any family members are/were caring for an ill, elderly, or disabled adult; If any family members were forced to leave the unit as result of actual or threatened physical violence; If family members by a spouse or other household member. If a court determines disposition of property between family members, the Authority must abide by the court's decision. If the family breaks up results from an occurrence of domestic violence, dating violence, sexual assault or stalking, the Authority must ensure that the victim retains the assistance.

### **Section 5.09 Guests in the Assisted Household**

A guest is a person temporarily staying in the assisted household with the consent of a member of the household who has express or implied authority to so consent. A guest staying in the assisted household greater than 14 days in a 12-month period without prior Authority approval will be considered to be living in the unit as an unauthorized household member and the household's assistance may be terminated.

### **Section 5.10 Repayment Agreements**

Families are required to reimburse the Authority if they were charged less rent than required by HUD's rent formula due to the tenant's underreporting or failure to report income. The family is required to reimburse the Authority for the difference between the tenant rent that should have been paid and the tenant rent that was charged. The Authority must determine retroactive rent amount as far back as the Authority has documentation of family reported income. If the family refuses to enter into a repayment agreement or fails to make payments on an existing or new repayment agreement, the Authority may terminate the family's assistance. All repayment agreements must be in writing, dated, signed by both the family and the Authority, include the total retroactive rent amount owed, amount of lump sum payment made at the time of execution, if applicable, and the monthly repayment amount. The monthly amount due shall be determined on a case by case basis, taking into consideration the family's income, rent, and other individual circumstances. All repayment agreements must be approved by the Section 8 Supervisor. If the participant family receives a utility reimbursement check from the Authority towards the allowance for tenant supplied utilities, the Authority may, at its discretion, issue the check to itself on behalf of the tenant. This amount shall be credited towards the monthly amount the participant family owes the Authority under the repayment agreement. The



maximum number of repayment agreements that a participant may be permitted to enter into is two throughout the duration of participation. Outstanding debts due to the Authority will be pursued.

### **Section 5.11 Reexaminations**

(a) Annual

Unless, subject to an exception in set forth below, the Authority must reexamine the income and composition of families annually. The annual reexamination determines the continued eligibility of the family and establishes the payment to be made on behalf of the family. All reexaminations will be performed in accordance with Federal law and regulations. It is the family's obligation to provide the Authority with complete information required to complete the reexamine in a timely manner. Delays in reexamination processing are considered to be caused by the family if the family fails to provide information requested by the Authority by the date specified, and this delay prevents the Authority from completing the reexamination as scheduled.

(b) Interim

As indicated in Family Obligations, a family is required to report all changes in income and family composition to the Authority. An interim reexamination will be performed for participant families when there is a change in family composition or the family's anticipated annual income is believed to have decreased or increased. The examination will occur within a reasonable time. The family has an obligation to supply all the documents requested to complete the interim. Failure to supply the requested documents will result in adverse action against the family as deemed appropriate. If the tenant rent or family rent decreases, the effective date the HAP will be the 1<sup>st</sup> of the month succeeding the completed interim reexamination. If tenant rent or family rent to owner increases, the effective date will be the 1<sup>st</sup> of the month after which the family has received 30 calendar days notice of such increase. The Authority may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.

- 1) At the Executive Director's discretion, the Authority reserves the right to not perform an interim recertification from the point of voucher issuance until after 6 months of an assisted family's contract.
- 2) An interim reexamination will not occur when the family reports a loss of welfare benefits due to fraud or a failure to participate in self-sufficiency or work activity.

(c) Temporary Decreases in Income

In the event a family experiences a temporary decrease in income, the Authority will perform an interim reexamination based on the current circumstance, which may temporarily reduce the tenant's share. When the income of the family stabilizes, another interim reexamination will be performed to adjust the tenant's share accordingly.

(d) Required Documentation

Families are required to supply all required information, as described in the reexamination notice, to the reexamination appointment or supply the information by

mail. If the assisted family head of household does not respond to the reexamination notification, the Authority will send a second notice. If the assisted family does not respond to the second notice, the Authority will send a termination notice to both the family and the owner.

(h) Notification of Results

The Authority will notify the family and the owner of the results of the annual reexamination in writing. The notice will include the amount and effective date of the new HAP; the amount and the effective date the new family share of the rent; and the amount and the effective date of the new rent to owner.

### Section 5.12 Violence Against Women Reauthorization Act

A federal law, Violence against Women Reauthorization Act Act, or “VAWA.” protects individuals who are victims of domestic violence, dating violence, sexual assault, or stalking. VAWA defines **domestic violence** to include felony or misdemeanor crimes of violence committed by any of the following:

- A current or former spouse of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- Any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction

VAWA defines **dating violence** as violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim AND (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

VAWA defines **sexual assault** as “any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent” (42 U.S.C. 13925(a)).

VAWA defines **stalking** as (A)(i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person OR (ii) to place under surveillance with the intent to kill, injure, harass, or intimidate another person AND (B) in the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (i) that person, (ii) a member of the immediate family of that person, or (iii) the spouse or intimate partner of that person.

The Authority cannot deny rental assistance solely because of one's status as a victim of domestic violence, dating violence, sexual assault, or stalking. The authority cannot terminate assistance based on acts or threats of violence committed against a participant. Also, criminal acts directly related to the domestic violence, dating violence, sexual assault, or stalking that are caused by a member of a household or a guest can't be the reason for termination of assistance if the participant is a victim of the abuse.

The Authority can terminate a family if the authority can show there is an *actual and imminent* (immediate) threat to other tenants or employees at the property or housing authority staff if you are not terminated. Also, the Authority can terminate assistance for serious or repeated lease violations that are not related to the domestic violence, dating violence, sexual assault, or stalking.

Also, The Authority can terminate an abuser's Section 8 rental assistance while allowing the victim to continue to receive assistance.

The Authority will require victims prove or "certify" that they are a victim of domestic violence, dating violence, sexual assault, or stalking. This proof must be supplied within 14 business days, unless an exception is granted. Victims must supply one of the three proofs:

- Completed certification form
- Statement from a victim service provider, attorney, or medical professional who has helped the victim address incidents of domestic violence, dating violence, or stalking. The professional must state that he or she believes that the incidents of abuse are real. Both the victim and the professional must sign the statement, and both of you must state that you are signing "under penalty of perjury."
- A police or court record, such as a protective order.

Unless required by law or given consent, The Authority must keep confidential any information provided by a victim about the violence.

## **Article VI. Housing Quality Standards/ Inspections**

### **Section 6.01 Regular Inspections**

The Authority shall require that all assisted units be maintained in accordance with Housing Quality Standards (HQS), as established by HUD. Biennial inspections, and inspections prior to commencing housing assistance payments contracts for units with landlords, are performed in accordance with the HQS performance requirements and acceptability criteria. The Authority will notify the owner and the family of the HQS determination. Failed items must be verified as corrected before the beginning of the initial lease term and prior to the HAP contract execution.

### **Section 6.02 Special Inspections**

Special inspections also may be performed at the request of the owner, family or as determined by the Authority.

### **Section 6.03 Repairs**

Owners shall be given a reasonable amount of time to make repairs to units, in accordance with Federal rules and regulations. The Authority may grant extensions of time to make repairs upon the request of the owner. All life-threatening HQS deficiencies must be corrected within 24 hours from the inspections. If the violations are not corrected by the deadline date, the Authority may suspend payment or terminate the HAP Contract. These procedures place ultimate responsibility for the correction of any HQS violation found during an inspection with the owner. However, the owner is not responsible for a breach of the HQS that is not caused by the owner, and for which the family is responsible. The Authority may terminate assistance to a family because of HQS breach caused by the family. It is the owner's responsibility to notify the Authority when repairs have been made. Upon doing so, the Authority will schedule an inspection of said repairs to determine if the unit meets the HQS.

#### **Section 6.04 Abatement of Housing Assistance Payments**

When a unit fails to meet the HQS and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within the required timeframe, the housing assistance payment will be abated (not paid). For tenant caused deficiencies, the owner will not be held accountable and the housing assistance payment will not be abated. The owner will not be penalized for delays in inspections of the repairs as long as they have notified the Authority that the repairs had been made.

### **Article VII. Owner Participation**

#### **Section 7.01 Proof of Ownership**

For purposes of this section, "owner" includes a principal or other interested party. In addition to the owner's certification on the Housing Assistance Payments Contract, it is the policy of the Authority to verify ownership of the assisted unit. A landlord who wishes to participate in the Program must provide proof of ownership of the property rented under the program; e.g., tax bill. A landlord currently participating in the Program must provide current proof of ownership, when requested. A landlord must provide a Tax ID number for the property under contract upon entering the program and/or when requested.

#### **Section 7.02 Owner's Responsibility to Screen**

The owner is responsible for screening and selection of the family to occupy the owner's unit. The Authority does not screen applicants for family behavior or suitability for tenancy and has no liability or responsibility to the owner for the family's behavior or suitability for tenancy.

#### **Section 7.03 Providing Information to Owners**

The Authority must provide interested owners with the family's last known address, current landlord, and prior landlord, if known. The Authority's policy on providing information to owners will be communicated to the families, in writing, at the time of admission or upon a family requesting to move to another unit.

#### **Section 7.04 Disapproval of Owners**

The Authority will deny lease approval if it required to do so in accordance with 24 C.F.R. § 982.306 and for the following reasons:

- The Authority is required to deny approval by state law;
- The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending;
- A court or administrative agency has determined that the owner violated the Fair Housing Act;
- For all new admissions and moves after June 17, 1998, if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless approving the unit would provide reasonable accommodation for a family member with disabilities;
- The Authority has been notified that the owner is debarred, suspended, or subject to a limited denial of participation under 2 CFR part 2424;

Further, in the following circumstances, the Authority may deny approval of an assisted tenancy of the following reasons:

- The owner is not willing to make the necessary repairs for the unit to conform to Housing Quality Standards or the owner will not permit the Authority's staff to perform a Housing Quality Standards Inspection.
- The owner has a history or practice of noncompliance with Housing Quality Standards for tenant-based programs, or housing standards for project-based assistance under any Federal housing program, including a failure to make timely utility payments
- The owner has committed fraud, bribery, or any other corrupt or criminal act involving any Federal housing program.
- The owner has engaged in drug trafficking.
- The owner has a history or practice of renting units that fail State or local housing codes.
- The owner has not paid State or local real estate taxes, fines, or assessments.
- The owner has refused (or has a history of refusing) to evict families for drug-related or violent criminal activity or for activity that threatens the health, safety, or right of peaceful enjoyment of the premises by tenants, employees of the owner, or neighbors.
- The owner has engaged in any drug related or violent criminal activity
- The owner has violated obligations under the Section 8 HAP contract
- The owner has a history or practice of harassing or threatening tenants or the Authority's staff

### **Section 7.05 Housing Assistance Payment Contracts**

The HAP contract represents a written agreement between the Authority and the owner of the dwelling unit occupied by a HCV assisted family. The contract specifies the owner's responsibilities under the program, as well as the Authority's responsibilities. Under the HAP contract, the Authority agrees to make housing assistance payments to the owner on behalf of a specific family approved by the Authority to occupy a specific unit. The Authority will distribute the housing assistance payments, in accordance with the Housing Assistance Payments Contract, to the landlords. Housing assistance payments may only be paid to the owner during the lease term, and while the family is residing in the unit. In the event that the checks are forwarded to

the post office late because HUD is late in transferring the funds or for any other reasons beyond the control of the Authority, the Authority shall not be held responsible for late fees.

### **Section 7.06 Changes in Ownership**

The HAP contract cannot be assigned to a new owner without the prior written consent of the Authority. An owner under a HAP contract must notify the Authority in writing prior to a change in the legal ownership of the unit. The owner must supply all information as requested by the Authority and be qualified to be an owner. Prior to approval of assignment to a new owner, the new owner must agree to be bound by and comply with the HAP contract. The agreement between the new owner and the former owner must be in writing and in a form that the Authority finds acceptable.

## **Article VIII. Grounds for Denial or Termination of Assistance**

All terminations and denials of assistance procedures shall be administered fairly, and in such a way as not to violate rights to privacy or discriminate on the basis of race, color, nationality, religion, familial status, handicap/disability, or gender.

### **Section 8.01 Mandatory Denial or Termination of Assistance**

Applicant families must be denied assistance or participant families must have their assistance terminated for any one of the following reasons:

- Any member of the household has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity;
- The Authority determines that any household member is currently engaged in the use of illegal drugs;
- The Authority has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents;
- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing;
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program;
- If SSN disclosure requirements are not met;
- If any family member fails to sign and submit required consent forms regular for interim reexamination;
- If a family member does not establish citizenship or eligible immigration status;
- If the Authority determines that a family member has knowingly permitted an individual ineligible for assistance to reside in the assisted unit;

- If a family member fails to meet the eligibility requirements concerning individuals enrolled at an institution of higher education as specified in 24 CFR 5.612;
- If a family was evicted from housing assisted under the program for serious violations of the lease;

## **Section 8.02 Discretionary Denial or Termination of Assistance**

At the discretion of the Authority, applicant families may be denied assistance or participant families may have their assistance terminated for any one of the following reasons. In the alternative, the Authority may impose sanctions on a case by case basis. In deciding whether to take the following adverse action, the Authority has discretion to consider all of the circumstances in each case, including the seriousness of the case, the extent of participation of individual family members, and the effects of denial on other family members who were not involved in the action or failure. The Authority may impose conditions upon the family that must be satisfied to avoid adverse action.

- If the participant family violates any of the family obligations;
- If the Authority has ever terminated assistance under the program for any member of the applicant or participant family;
- If any member of applicant family has ever been evicted from public housing in the last 5 years;
- If any member of the applicant or participant family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program;
- If the applicant or participant family owes rent or other amounts to the Authority or to another public housing authority in connection with Section 8 or Public Housing assistance under the 1937 Act.;
- If the applicant family has not reimbursed the Authority or any other public housing authority for amounts paid to an owner under a housing assistance payments contract for rent, damages to the unit, or other amounts owed by the family under the lease;
- If the participant family has not reimbursed the Authority, or agreed to enter into a repayment agreement for amounts owed to the Authority for reasons as specified in the above paragraph;
- If the participant family breaches an agreement with the Authority to pay amounts owed to the Authority, or amounts paid to an owner by the Authority;
- If a family participating in the Family Self Sufficiency Program (FSS) fails to comply, without good cause, with the family's FSS Contract of Participation;
- If any member of applicant or participating family has engaged in or threatened abusive or violent behavior toward Authority personnel;
- Adverse information due to negative end of participation or any negative status (i.e. abandoned unit, fraud, serious lease violations, criminal activity, etc.) from previous participation in any housing assistance program.
- Violations of the “One Strike You’re Out” Policy.

## **Section 8.02 Voluntarily Termination of Assistance**

The family may request that the Authority terminate the family's assistance at any time. The request to terminate assistance should be made in writing and signed by the head of household, spouse, or co-head.

### **Article IX. Grievance Procedures**

The purpose of the Authority's informal review and informal hearing policy is to ensure that a decision to deny or terminate housing assistance complies with the regulations of HUD and administrative policies of the Authority. For details on the grievance procedures, please consult the grievance policy, attached as an exhibit. All terminations shall be made in accordance with Federal Laws and Regulations and will provide not less than 30 calendar days notice to the affected family. The terminated families are notified in the termination letter that they have the right to request an informal hearing within 30 days of the date of such letter. The Authority will also send form HUD-50066 to the family with the termination notice. The informal hearing shall be held prior to the date of termination. If the household does not timely request an informal hearing, the household waives their right to a hearing and the decision to termination becomes final.

### **Article X. Unlawful Discrimination**

#### **Section 10.1 Assistance for Families Claiming Unlawful Discrimination**

If an applicant or participant believes that any family member has been discriminated against by the Authority or an owner, the family should advise the Authority. HUD requires the Authority to make every reasonable attempt to determine whether the applicant's or participant's assertions have merit and take any warranted corrective action. In addition, the Authority is required to provide the applicant or participant with information about how to file a discrimination complaint. Persons who have alleged discrimination on the basis of Fair Housing Amendment Act of 1988, Title VIII of the Civil Rights Act of 1968, Title VI of the Civil Rights Act of 1964 or Executive Order 11063, will have their case administered by the Intake Supervisor (if it is a new admission) or the Section 8 Supervisor (if it is a move) to personally assist the family in finding a suitable unit and to prevent any repeated discrimination against the family. The Intake Supervisor or Section 8 Supervisor, as appropriate, shall provide personal referrals to units with vacancies and call the apartment managers of said units to arrange for an appointment for the family to see the unit. Assistance will also be provided in the exercise of the person's rights including providing information on how to fill out and file a housing discrimination complaint. The Authority will keep a record of all complaints, investigations, notices, and corrective actions.



## Section 10.02 Reasonable Accommodations for Individuals with Disabilities

### (a) Objectives

The Authority is committed to ensuring that the policies and procedures of its programs do not deny individuals with disabilities the opportunity to participate in, or benefit from, those programs. The Authority is also committed to ensuring that its policies and procedures do not otherwise discriminate, on the basis of disability, in connection with the operation of those programs, services and activities. A reasonable accommodation is a change, modification, alteration or adaptation in policy, procedure, practice or program that provides a qualified individual with a disability the opportunity to participate in or benefit from one of the Authority's programs. The Policy, as contained in this *Administrative Plan* will be provided during the tenant briefing program.

### b. Definitions

A person with a disability, as defined by the Federal Fair Housing Act, is an individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment or is regarded as having such an impairment. As used in this definition, the phrase "physical or mental impairment" includes:

(1) Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: Neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular; reproductive; digestive; genito-urinary; hemic and lymphatic; skin; and endocrine; or

(2) Any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. The term physical or mental impairment includes, but is not limited to, such diseases and conditions as orthopedic, visual, speech and hearing impairments, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism. 24 C.F.R. § 100.201.

"Major life activities" means functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing and learning. 24 C.F.R. § 100.201.

The definition of disability does not include: current drug users, people whose alcohol use interferes with the rights of other, a person with any disability whose tenancy poses a direct threat to the health or safety of others unless that threat can be controlled with a reasonable accommodation, Juvenile offenders and sec offenders by virtue of that status are not persons with disabilities protected by the Fair Housing Act.

### c. Requesting an Reasonable Accommodation

A person with a disability may request a reasonable accommodation at any time. The individual, The Authority, or another person identified by the individual, must reduce all requests for reasonable accommodation(s) to writing. The person must explain what type of accommodation is needed to provide the person with the disability full access to the

Authority's programs and services. Reasonable accommodation methods or actions that may be appropriate for a particular program and individual may be found to be inappropriate for another program or individual. The decision to approve or deny a request for a reasonable accommodation is made on a case-by-case basis and takes into consideration the disability and needs of the individual.

d. Verification of Reasonable Accommodation Request

Before providing an accommodation, the Authority must determine that the person meets the definition of a person with a disability, and that the accommodation will enhance the family's access to the Authority programs and services. The Authority will request third-party verification to support the need for a reasonable accommodation. Third-party verification must be obtained from a Qualified Individual. A qualified Professional can be a doctor or other medical professional, a peer support group, a non-medical service agency, a caseworker, a vocational/rehab specialist, counselor, or a reliable third party who is in a position to know about the individual's disability. The Authority must request only information that is necessary to evaluate the disability-related need for the accommodation. The Authority will not inquire about the nature or extent of any disability.

In addition, the Authority may request that the individual, or the individual's health care provider, provide suggested reasonable accommodations. If a person's disability is obvious, or otherwise known to the Authority, and if the need for the requested accommodation is also readily apparent or known, no further verification will be required.

e. Denial of Request for Reasonable Accommodation

Requested accommodations will not be approved if one of the following would occur as a result: A violation of state and/or federal law; A fundamental alteration in the nature of the Authority's housing program; An undue financial and/or administrative burden on the Authority. All denials will be reduced in writing and will identify the reason for the denial. In the event the accommodation is denied the Authority will discuss with the requester whether there is an alternative accommodation that would effectively address the requester's disability-related needed without a fundamental alteration of the Authority's operation and without imposing an undue burden.

**Article XI. Project Based Vouchers**

Upon the designation of Section 8 Housing Choice Vouchers as project based, the Authority may enter into project-based HAP contracts with landlords of existing dwelling units. The

Administrative Procedures as detailed throughout this document shall also govern Project-Based Vouchers, except where noted below:

### **Section 11.01 Tenant Selection**

Applicants will be treated in accordance with Article II of this document unless otherwise noted. The Authority will maintain a separate waiting list for each bedroom size of project-based units available. All admissions into the project-based Voucher Program shall be in accordance with the income targeting requirements. The Authority shall monitor the targeting requirements of the tenant-based and project-based Section 8 Housing Choice Voucher Programs jointly in accordance with the Section 8 Administrative Plan.

### **Section 11.02 Unit Inspections and Housing Quality Standards**

The Authority shall apply HQS standards to all inspections performed at units under a project-based HAP contract. All units shall be inspected at least biennially and at the special request of the assisted tenant and/or landlord.

### **Section 11.03 Vacant Units**

The Authority may approve vacancy payments to a landlord for project-based units under contract for a maximum of 60 days. The Authority will only make such payments, upon the written request of the owner. The written request must contain sufficient documentation which proves the vacancy is not the fault of the owner, and that the owner has taken every reasonable step to minimize the extent and likelihood of vacancies.

### **Section 11.04 Family Choice to Move with Continues Assistance**

The HAP Contract will provide that a family may move out of the project-based unit after 12 months. The Authority will offer the family available tenant-based rental assistance under the Section 8 Housing Choice Voucher Program if, after the first 12 months, the family moves in good standing. However, the Authority may not issue tenant-based vouchers targeted for special purposes unless the family meets the criteria.

### **Section 11.05 HAP Contract Terms & Rents**

The Authority will enter into HAP Contracts with landlords for a term of up to 10 years, subject to the availability of appropriations and future availability of funding the Authority's Annual Contributions Contract with HUD. The Authority will only approve gross rents that do not exceed 110% of the Fair Market Rent as most recently determined by HUD and are reasonable in comparison with rents charged for comparable units in the private unassisted market.

## **Article XI. Homeownership Option**

### **Section 11.01 Objectives**

The homeownership option will be used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under the homeownership option may be a newly admitted or existing participant in the HCV Program.

### **Section 11.02 Forms of Homeownership Assistance**

The Authority may provide one of two forms of homeownership assistance for a family: (1) Monthly homeownership assistance payments; or (2) A single down-payment assistance grant only as a reasonable accommodation to a person with disabilities in accordance with Federal Regulations. A family may only receive one form of homeownership assistance. Accordingly, a family that includes a person who was an adult member of a family that previously received either of the two forms of homeownership assistance may not receive the other form of homeownership assistance from any PHA. It is the sole responsibility of the Authority to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. The Authority will determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. The Authority may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the Authority has otherwise opted not to implement a homeownership program. The family chooses whether to participate in the homeownership option if offered by the Authority. The Authority must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and useable by persons with disabilities in accordance with Federal Regulations.

### **Section 11.03 Participation in Homeownership**

The Authority must have the capacity to operate a successful Section 8 homeownership program. The Authority has the required capacity if it satisfies either one of the following.

1. The Authority establishes a minimum homeowner down payment requirement of at least 3% of the purchase price for participation in its Section 8 homeownership program, and requires that at least 1% of the purchase price come from the family's personal resources;
2. The Authority requires that financing for purchase of a home under its Section 8 homeownership program: I. Be provided, insured, or guaranteed by the state or Federal government; II. Comply with secondary mortgage market underwriting requirements; or III. Comply with generally accepted private sector underwriting standards; or
3. The Authority otherwise demonstrates in its Annual Plan that it has the capacity, or will acquire the capacity, to successfully operate a Section 8 homeownership program.

### **Section 11.04 Family Eligibility**

Before commencing homeownership assistance for a family, the Authority must determine that all of the following initial requirements have been satisfied: 1. The family is qualified to receive homeownership assistance; 2. The unit is eligible; and 3. The family has satisfactorily completed the Authority program of required pre-assistance homeownership counseling. The Authority is responsible for complying with the authority listed in Section 58.6 requiring the purchaser to obtain and maintain flood insurance if necessary. The Authority may not provide assistance for a family unless it determines the family satisfies all the requirements listed below at commencement of Homeownership assistance

#### **(a) Family Qualifications**

1. The family must be a current participant or newly admitted participant into the HCV Program;
2. The family must be a "first-time homebuyer"
3. The family must satisfy the minimum income requirements,
4. The family must satisfy the employment requirements,

5. The family must not have defaulted on a mortgage securing debt to purchase a home under the homeownership option,
  6. Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home;
  7. Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with Federal Regulations regarding homeownership assistance;
  8. The family also satisfies the following initial requirements established by the Authority. (i) The family must have a down payment of at least 3% of the purchase price of the home. At least 1% of the purchase price must come from the family's personal resources. (ii) The family must obtain financing that is provided, insured, or guaranteed by the state or Federal government; Comply with secondary mortgage market underwriting requirements; or Comply with generally accepted private sector underwriting standards. (i) The family must meet the other requirements as described below.
- (b) First Time Home Ownership Requirements  
At commencement of Homeownership Assistance for the Family, the family must any of the following:
- (1) A first-time homeowner; (2) A cooperative member; or (3) A family of which a family member is a person with disabilities, and use of the homeownership option is needed as a reasonable accommodation so that the program is readily accessible to and usable by such person, in accordance with Federal Regulations.
- (c) Income Requirements
- (1) Upon commencement of monthly homeownership assistance payments for the family, or at the time of a down payment assistance grant for the family, the family must demonstrate that the annual income, as determined by the Authority in accordance with Section 5.609 of the Federal Regulations, of the adult family members who will own the home at commencement of homeownership assistance is not less than:
    - (i) In the case of a disabled family, as described in Section 5.403 (b) of the Federal Regulations, the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his or her share of food and housing costs) multiplied by twelve; or
    - (ii) In the case of other families, the Federal minimum wage multiplied by 2,000 hours.
  - (2)
    - (i) Except in the case of an elderly family or a disabled family, the Authority shall not count any welfare assistance received by the family in determining annual income under this section.
    - (ii) The disregard of welfare assistance income under paragraph (b) above only affects the determination of minimum annual income used to determine if a family initially qualifies for commencement of homeownership assistance in accordance with this section, but does not affect: a. the determination of

income-eligibility for admission to the voucher program; b. calculation of the amount of the family's total tenant payment (gross monthly contribution); or c. Calculation of the amount of homeownership assistance payments on behalf of the family.

(iii) In the case of an elderly or disabled family, the Authority shall include welfare assistance for the adult family members who will own the home in determining if the family meets the minimum requirement.

(3) The Authority elects not to establish a minimum income standard that is higher than those required in paragraph 3 c (1) and (2).

(d) Employment Requirements

1. Except as provided in paragraph (2) below, the family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance:

(i) Is currently employed on a full-time basis (the term "full-time employment" means not less than an average of 30 hours per week); and

(ii) Has been continuously so employed during the year before commencement of homeownership assistance for the family.

2. The Authority shall have discretion to determine whether and to what extent interruptions are considered to break continuity of employment during the year. The Authority may count successive employment during the year. The Authority may count self employment in a business. The Authority shall make determinations regarding continuous employment on a case by case basis.

3. The employment requirement does not apply to an elderly family or a disabled family. Furthermore, if a family, other than an elderly family or a disabled family, includes a person with disabilities, the Authority shall grant an exemption from the employment requirement if the Authority determines that an exemption is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities in accordance with part 8 of this title.

(e) Other Requirements

1. The Authority will not approve assistance if any member has previously defaulted on a mortgage under the Section 8 HCV homeownership option.

2. The Authority shall provide a preference to families participating in the FSS Program, however, shall not limit the participation to such families.

3. The Authority shall require all eligible families satisfactorily complete budget and credit counseling. Additionally, eligible families must repair their credit where determined necessary by the Authority, before participating in the homeownership option. The family must be able to qualify for a mortgage.

4. Eligible families must attend and satisfactorily complete pre-assistance homeownership counseling.

5. The budget, credit, and pre-assistance counseling shall be provided by a HUD-approved agency or will be consistent with the homeownership counseling provided under HUD's Housing Counseling Program.

(f) **Disqualifying Factors**

THE AUTHORITY WILL NOT COMMENCE HOMEOWNERSHIP ASSISTANCE FOR A FAMILY THAT INCLUDES AN INDIVIDUAL WHO WAS AN ADULT MEMBER OF A FAMILY AT THE TIME WHEN SUCH FAMILY RECEIVED

HOMEOWNERSHIP ASSISTANCE DEFAULTED ON A MORTGAGE SECURING DEBT INCURRED TO PURCHASE THE HOME.

**(g) Home Search**

The Authority will allow the family to search for a suitable home for 60 days. Upon a written request from the family, the Authority may allow for an additional 60 days. The request must be received by the Authority prior to the expiration date of the initial 60 days. 2. The Authority shall require a written progress report on the family's progress in finding and purchasing a home after 30 days and each 30 days thereafter. 3. If the family is unable to purchase a home within the maximum time established (120 days) the Authority will issue the family a voucher.

**Section 11.05 Unit Eligibility**

A. The Authority must determine that the unit satisfies all of the following requirements.

1. The unit is eligible.
2. The unit is either under construction or already existing at the time the family enters into the contract of sale.
3. The unit is either a one-unit property (including a manufactured home) or a single dwelling unit in a cooperative or condominium.
4. The unit has been inspected by an Authority Inspector and by an independent inspector designate by the family.
5. The unit satisfies Housing Quality Standards (HQS).

B. Purchase of home where family will not own fee title to the real property

Homeownership assistance may be provided for the purchase of a home where the family will not own fee title to the real property on which the home is located, but only if:

1. The home is located on a permanent foundation; and
2. The family has the right to occupy the home site for at least forty years.

C. Authority disapproval of seller

The Authority will not commence homeownership assistance for occupancy of a home if the Authority has been informed (by HUD or otherwise) that the seller of the home is debarred, suspended, or subject to a limited denial of participation under part 24 of the Federal Regulations.

D. Authority –owned units

Homeownership assistance may be provided for the purchase of a unit that is owned by the Authority that administers the assistance under the consolidated ACC (including a unit owned by an entity substantially controlled by the Authority), only if all of the following conditions are satisfied: 1. The Authority must inform the family, both orally and in writing that the family has the right to purchase any eligible unit and an Authority owned unit is freely selected by the family without Authority pressure or steering; 2. The unit is not ineligible housing; 3. The Authority must obtain the services of an independent agency in an accordance with 982.352 (b)(1)(iv)(B) and (C), to perform the following Authority functions: I. Inspection of the unit for compliance with the HQS, in accordance with 982.631(a); II. Review of independent inspection report, in accordance with 982.631(b)(4); III. Review of contract of sale, in accordance with 982.631(c); and IV. Determination of the reasonableness of the sales price and the Authority provided financing, in accordance with 982.632 and other supplementary guidance established by HUD.

### **Section 11.06 Home Inspections**

A. The Authority may not commence monthly homeownership assistance payments or provide a down payment assistance grant (as a reasonable accommodation) for the family until the Authority has inspected the unit and has determined that the unit passes HQS. The Authority elects to perform HQS inspections for the term of the homeownership assistance on an as needed basis, but not less than annually.

#### **B. Independent Inspection.**

1. The unit must also be inspected by an independent professional inspector selected by and paid by the family.
2. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.
3. The Authority may not require the family to use an independent inspector selected by the Authority. The independent inspector may not be an Authority employee or contractor, or other person under control of the Authority. However, the Authority will require the inspector to be a licensed home inspector in the State of NJ.
4. The independent inspector must provide a copy of the inspection report both to the family and to the Authority. The Authority may not commence monthly homeownership assistance payments, or provide a down payment assistance grant for the family, until the Authority has reviewed the inspection report of the independent inspector.

### **Section 11.07 Contract of Sale**

1. Before commencement of monthly homeownership assistance payments or receipt of a down-payment assistance grant (when permitted as a reasonable accommodation to a person with disabilities), a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the Authority a copy of the contract of sale.
2. The contract of sale must: I. Specify the price and other terms of the sale by the seller to the purchaser. II. Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser. III. Provide that the purchaser is not obligated to purchase the unit unless the inspection is not satisfactory to the purchaser. IV. Provide that the purchaser is not obligated to pay for any necessary repairs. V. Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under part 24 of this title.

### **Section 11.08 Disapproval of Owner**

The Authority may deny approval of a seller for any reason provided for disapproval of an owner in 24 CFR 982.306(c).

1. The Authority must not approve a contract of sale if the Authority has been informed (by HUD or otherwise) that the owner is debarred, suspended, or subject to a limited denial of participation under 24CFR Part 24.



2. When directed by HUD, the Authority must not approve a contract of sale if: I. The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending; or II. A court or administrative agency has determined that the seller violated the Fair Housing Act or other federal equal opportunity requirements.
3. The Authority may deny approval to sell a unit from a seller for any of the following reasons: I. The seller has violated obligations under a HAP contract under Section 8 of the 1937 Act. II. The seller has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program; III. The seller has engaged in any drug-related criminal activity or any violent criminal activity; IV. The seller has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program; V. The seller has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity engaged in by the tenant, any member of the household, a guest or another person under the control of any member of the household that: a. Threatens the right to peaceful enjoyment of the premises by other residents; b. Threatens the health or safety of other residents, of employees of the Authority, or of seller employees or other persons engaged in the management of housing; c. Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or d. Is drug-related criminal activity or violent criminal activity; or meet State or local housing codes; or e. The seller has not paid State or local real estate taxes, fines, or assessments.
4. The Authority must not approve a unit if the seller is the parent, child, grandparent, grandchild, sister or brother of any member of the family; unless the Authority determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities. This restriction against Authority approval of a unit applies at the time the family initially receives monthly homeownership assistance or a down-payment assistance grant for the purchase of a particular unit. 5. Nothing in this Policy is intended to give any seller any right to participate in the program. 6. For the purposes of this section, "seller" includes a principal or other interested party.

### **Section 11.09 Financing Purchase of Home**

A. The family is responsible for obtaining financing. The Authority will develop partnerships with lenders and provide guidance to the family, but will not require a specific lender. B. The Authority will approve the lenders/financing on a case by case basis. The Authority will review the lender qualifications and the loan terms before authorizing homeownership assistance. The Authority may disapprove the proposed financing if it determines that the debt is unaffordable, or if the Authority determines that the lender or loan terms do not meet the Authority's qualifications. C. The Authority shall prohibit the following types of financing. 1. Seller financing; 2. Balloon payment mortgages.

## Section 11.10 Distribution of Homeownership Assistance Payment

### A. Amount of monthly homeownership assistance payment.

While the family is residing in the home, the Authority shall pay a monthly homeownership assistance payment on behalf of the family that is equal to the lower of:

1. The payment standards minus the total tenant payment; or
2. The family's monthly homeownership expenses minus the total tenant payment.

### B. Payment Standard for family

1. The payment standard for a family is the lower of: I. The payment standard for the family unit size; or II. The payment standard for the size of the home
2. If the home is located in an exception payment standard area, the Authority must use the appropriate payment standard for the exception payment standard area.
3. The payment standard for a family is the greater of: I. The payment standard (as determined in accordance with b (1) and b (2) of this section at the most recent regular reexamination of family income and composition since the commencement of homeownership assistance for occupancy of the home. II. The Authority must use the same payment standard schedule, payment standard amounts, and subsidy standards pursuant to Section 982.402 and 982.503 for the homeownership option as for the rental voucher program.

### C. Determination of homeownership expenses

1. Monthly mortgage (principal plus interest);
2. Monthly real estate taxes and public assessments on the home (annual amount divided by 12 months);
3. Monthly utilities (based on the Authority's Utility Allowance Worksheet). Monthly water & sewer. (Utilities shall not include telephone or cable expenses.)
4. Monthly homeowners insurance (annual premium divided by 12 months).
5. Cooperative or condominium fees that are not elective (for example a pool membership is not included).
6. Authority allowance for maintenance expenses;
7. Authority allowance for major repairs and replacements;
8. Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the Authority determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person, in accordance with part 8 of the Federal Register.

### D. Homeownership expenses for a cooperative member may only include amounts allowed by the Authority to cover:

1. The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
2. Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
3. Home insurance;
4. The Authority allowance for maintenance expenses;
5. The Authority allowance for costs of major repairs and replacements;

6. The Authority utility allowance for the home and
7. Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the Authority determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person, in accordance with part 8 of the Code of Federal Regulations;
8. Land lease payments (where a family does not own fee title to the real property on which the home is located).

E. If the home is a cooperative or condominium unit, homeownership expenses may also include cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeowner association.

F. Payment to lender or family. The Authority must pay the homeownership assistance payments as follows:

1. The Authority shall make monthly payments either directly to the assisted family or directly to the lender as determined on a case by case basis in order to comply with the underwriting requirements of family's mortgage.
2. The Authority shall require the family to provide documentation from the mortgage company that the monthly mortgage amount is paid. Such requests shall be from time to time as determined necessary by the Executive Director, or his designee.
3. Should the family not cooperate with the Authority's requests, the family may be subject to termination from the Section 8 Housing Choice Voucher Program.
4. In cases where the monthly homeownership assistance is paid directly to the family, if the family is not making their mortgage payment in a timely manner, the Authority reserves the right to send homeownership assistance payments, for the respective family, directly to the mortgage company.

G. Automatic termination of homeownership assistance. Homeownership assistance for a family terminates automatically after 180 calendar days after the last homeownership assistance payment on behalf of the family.

### **Section 11.11 Down payment Assistance Grants**

- A. General - The Authority may provide a single down payment assistance grant for a family with a disabled family member that has received tenant based or project based rental assistance in the Section 8 Housing Choice Voucher Program only in those cases where a down-payment assistance grant would result in a reasonable accommodation.
- B. The down payment assistance grant must be applied toward the down payment required in connection with the purchase of the home and/or reasonable and customary closing costs in connection with the purchase of the home.
- C. The Authority shall not permit the down payment grant to be applied to closing costs.

- D. Maximum down payment grant. A down payment assistance grant may not exceed twelve times the difference between the payment standard and the total tenant payment.
- E. Payment of down payment grant. The down payment assistance grant shall be paid at the closing of the family's purchase of the home.
- F. Administrative fee. For each down payment assistance grant made by the Authority, HUD will pay the Authority a one-time administrative fee.
- G. Return to tenant-based assistance. A family that has received a down-payment assistance grant may apply for and receive tenant-based rental assistance, in accordance with program requirements and the Authority's policies. However, the Authority may not commence tenant-based rental assistance for occupancy of the new unit so long as any member of the family owns any title or other interest in the home purchased with homeownership assistance. Further, eighteen months must have passed since the family's receipt of the down-payment assistance grant.
- H. Implementation of down payment assistance grants. The Authority may not offer down payment assistance under this paragraph until HUD publishes a notice in the Federal Register.

### **Section 11.12 Family Obligations**

In order to remain eligible for continued assistance, the family must

- (a) Occupy the home as the family's sole residence;
- (b) Comply with mortgage terms;
- (c) Report changes in family composition to the Authority;
- (d) Comply with the family obligations of the HCV Program;
- (e) Supply information as required by the Authority concerning refinancing or payment of debt; sale or transfer of any interest in the home; or homeownership expenses;
- (f) Notify the Authority before moving out of the home and of any mortgage default;
- (g) Comply with any additional Authority requirements, such as ongoing counseling and HQS Inspections; and
- (h) Execute a written statement that the family agrees to comply with all family obligations for homeownership assistance.

A Family must not:

- (i) Sublet or lease the home;
- (j) Acquire ownership interest in a second residence or any other residential property.

### **Section 11.13 Move with Continued Assistance**

The family may move with continued assistance provided (homeownership or rental) provided they are in good standing. The Authority will not commence continued assistance of a new unit if any family member owns title or any other interest in the prior home. B. The Authority shall only approve one move during any one-year period. For continuation of assistance in a new unit, the family must meet all initial eligibility requirements except for the first-time homeowner requirement. The Authority will determine on a case by case basis if additional counseling is required.

### **Section 11.14 Time Limits**

If the initial mortgage is 20 years or more, the maximum term of homeownership assistance is 15 years. In all other cases, the term shall be 10 years. The time limits do not apply to families that qualified as elderly at the start of the homeownership assistance or to families that qualify as disabled at any time during the homeownership assistance. Should the family cease to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date the assistance commenced. In no case shall the assistance be less than 6 months from the date of initial purchase. Time limits shall be applied from the date of initial purchase, regardless of whether the family moves to a new unit.

### **Section 11.15 Denial or Terminations**

The common terms of denial or termination of the Section 8 HCV Program, which includes the homeownership option, are described in Article VIII. In the event of a mortgage default the Authority must terminate assistance and not allow the family to move with continued assistance, including rental assistance.

- **Charges to the Administrative Fee Reserve**

In no event shall amounts be charged to the Section 8 Net Restricted Assets account (also referred to as the Administrative Fee Equity Account) without formal approval from the Board of Commissioners through Board Resolution. In the event HUD will not provide funding for units under lease in excess of the Annual Contributions Contract, the Authority must identify funds to pay for such units and may only do so by formal approval from the Board of Commissioners through Board Resolution. Should funds not be available to pay for over-leased units, the Authority may have to terminate rental assistance contracts. Such contracts will be selected by determining the clients who are relying on the Section 8 assistance the least. The action to determinate assistance for over-leased units may only be done by formal approval from the Board of Commissioners through Board Resolution.

# SECTION 8 HOUSING CHOICE VOUCHER AND MODERATE REHABILITATION ADMINISTRATIVE PLAN



**REVISED-SEPTEMBER 2016**

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
SECTION 8 HOUSING CHOICE VOUCHER & MODERATE REHABILITATION  
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**OBJECTIVE**

The objective of the Section 8 Housing Choice Voucher and Moderate Rehabilitation Programs is to house extremely low, very low, and low income families in decent, safe, and sanitary housing within the operating jurisdiction of the Housing Authority of Gloucester County. Such housing shall be in accordance with rules and regulations governing the Programs, as amended by the Department of Housing and Urban Development.

Furthermore, it is the intention of the Housing Authority of Gloucester County to administer the Programs to affirmatively further fair housing in accordance with the Fair Housing Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and Title II of the Americans with Disabilities Act. This document is intended to provide the general administration of the Programs and specific guidance on items where the Authority has discretion in setting policy.

Throughout this document, the Housing Authority of Gloucester County shall be referred to as the "Authority" and the United States Department of Housing and Urban Development shall be referred to as "HUD". Additionally, the term "Housing Choice Voucher" shall be intended to represent the Certificate, Voucher, and Housing Choice Voucher Programs as applicable.

**ELIGIBILITY**

**PRE-APPLICATIONS**

The Authority will accept pre-applications for assistance on an as needed basis as determined by the Executive Director. The Executive Director will review the wait list regularly and determine the length of time to accept pre-applications. The pre-application will only be received by mail at the following address:

➔ **The Housing Authority of Gloucester County – Tenant Processing Center-Main Office**  
**100 Pop Moylan Blvd, Deptford, New Jersey 08096**

These pre-applications will contain sufficient information for the Authority to make preliminary determinations of eligibility and local preference status. **THE PRE-APPLICATIONS WILL BE DATE AND TIME STAMPED UPON RECEIPT BY THE AUTHORITY IN THE ORDER THEY ARE RECEIVED BY THE MAIL CARRIER.** If the pre-application does not contain sufficient information to make a preliminary determination of eligibility, the applicant will be notified to submit the needed information. The date and time stamp utilized for placement on the waiting list is based on a properly completed pre-application. The head of the applicant family on the pre-application will be assigned a sequential "client number" and placed on the appropriate waiting list(s). All applicants will have the opportunity to apply for any applicable programs administered by the Authority. Applicants will be mailed a confirmation of receipt of their pre-applications after their name is placed on the waiting list. This confirmation will include their "client number" and an estimate of when the applicant can expect assistance.

If the information on the pre-application shows the applicant to be obviously ineligible, the confirmation letter will state the reasons for the determination of ineligibility and offer the applicant the opportunity for an informal hearing.

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**ORGANIZATION & SELECTION FROM WAITING LISTS**

All registrants will be placed on the waiting lists based on the date and time of application. There will be one (1) waiting list maintained for the Section 8 Housing Choice Voucher Program and two (2) for the Moderate Rehabilitation Program.

The waiting lists will be assembled in sequential order by date and time of registration and with annual income and bedroom size needs indicated. The Moderate Rehabilitation waiting lists each represent a different bedroom size, since this program is unit based.

**LOCAL PREFERENCE**

A local Preference will be given to registrants, whose head or spouse at the time of registration, are residents of, working in, or hired to work in the operating jurisdiction of the Authority. Please note the following with respect to specifically how the local preference shall be administered.

- An applicant who is a resident of or works in the operating jurisdiction of the Authority on the day their application is received by the Authority will be eligible for the local preference. If the applicant does not live or work in the operating jurisdiction of the Authority at the time of eligibility determination, they retain the local preference effective the date the application was received by the Authority. The Authority must be able to obtain objective, third party documentation of the residence or employment at the time of application.
- An applicant who lives and works outside the operating jurisdiction of the Authority is not eligible for the local preference.
- An applicant, who lives and works outside the operating jurisdiction of the Authority on the day their application is received, will be entitled to the local preference if they notify the Authority in writing they moved into or began working in the operating jurisdiction of the Authority. The applicant must, at the time of eligibility determination, live or work within the operating jurisdiction of the Authority. The Authority must be able to obtain objective, third party documentation that the applicant has moved into or works within the operating jurisdiction of the Authority.
- An applicant who lives and works outside the operating jurisdiction of the Authority at the time their application is received by the Authority, but subsequently notifies the Authority that they have moved into or begun working within the operating jurisdiction of the Authority, but is not a resident of or working within the operating jurisdiction of the Authority at the time of eligibility determination shall be denied a local preference.
- An applicant who is homeless will receive a local preference if they can document to the satisfaction of the Authority that they lived or worked in the operating jurisdiction immediately prior to becoming homeless.

**PARTICIPATING COMMUNITIES OF THE AUTHORITY:**

CLAYTON	HARRISON TOWNSHIP	WASHINGTON TOWNSHIP
DEPTFORD TOWNSHIP	LOGAN TOWNSHIP	WEST DEPTFORD TOWNSHIP
EAST GREENWICH	MANTUA TOWNSHIP	WESTVILLE
ELK TOWNSHIP	MONROE TOWNSHIP	WOODBURY
FRANKLIN TOWNSHIP	NATIONAL PARK	WOODBURY HEIGHTS
GLASSBORO	PAULSBORO	WOOLWICH TOWNSHIP
GREENWICH TOWNSHIP	SWEDESBORO	

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When neither the head of household nor his/her spouse resides in or works in one of the above participating communities, a pre-application from that household will be considered a non-resident pre-application. Upon admission into the Section 8 Housing Choice Voucher Program, for the initial twelve months that the Voucher holder from a non-resident pre-application utilizes funding provided by the Authority, the family may only lease a unit located in one of the above participating communities. During this twelve-month period, the family shall not utilize the Voucher to lease a unit located outside of the Authority's jurisdiction.

Pre-Applications received for Glassboro residents registered prior to 3/25/09 and Woolwich Twp residents registered prior to 12/21/10 will obtain a local preference if the client re-registers. A letter indicating HAGC is updating information with the new date and time with a local preference will be mailed to the client. The new application date and time with a local preference will be used in order to benefit the client.

Clients updating information that are still residing in Glassboro or Woolwich Twp and are working in Glassboro or Woolwich Twp. will not obtain the local preference as these clients are residents of the Borough of Glassboro prior to 3/25/09 or Woolwich twp prior to 12/21/10 their preference status has not changed.

Clients updating information that are still residing in Glassboro or Woolwich Twp and report they are working in the operation jurisdiction of HAGC other than Glassboro or Woolwich Twp, will obtain a local preference, regardless of their application date. Clients updating information that do not live in Glassboro or Woolwich Twp and do not have a local preference may notify HAGC that they are now living and/or working in Glassboro, Woolwich Twp or any other area in the operating jurisdiction of HAGC will obtain a local preference.

**TARGETED HOUSING CHOICE VOUCHERS (SPECIAL PURPOSE FUNDING)**

The waiting list is organized in a manner that identifies families who express an interest in, or who may qualify for "targeted" Housing Choice Vouchers. For those applicants who otherwise qualify for housing assistance, the Authority shall designate certain Housing Choice Vouchers for targeted purposes consistent with applicable application(s) to HUD, agreements with other agencies to serve special populations (including victims of domestic violence), and specific Annual Contributions Contract funding commitments. These targeted Housing Choice Vouchers shall not be based on the identity or location of the housing unless approved by the Department of Housing and Urban Development.

The Housing Choice Vouchers so allocated shall include, but are not limited to, such targeted cases as:

- Applicants certified as participating in a job training program.
- Applicants certified as living in transitional housing.
- Applicants certified as living in housing that is not affordable, according to the Gloucester County Board of Social Services.
- Applicants certified as receiving temporary rental assistance or who are certified as eminently homeless.
- Applicants certified as having graduated from group residences.
- Applicants who are disabled and under the age of 62 years.
- Applicants who are disabled and under the age of 62 years and have been denied public housing due to the Authority's designated housing plan approved by HUD.

**SELECTION FROM WAITING LISTS**

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INCOME LIMITS/INCOME TARGETING REQUIREMENTS

**SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

For the Section 8 Housing Choice Voucher Program, not less than 75% of the new families admitted into the Program must have incomes at or below 30% of the area median income (extremely-low income) for the appropriate family size, as determined by HUD. In order to achieve the income targeting requirement of not less than 75% of new admissions, families with incomes greater than 30% of the area median income will be temporarily skipped on the waiting list. Once the admissions of extremely-low income families, into the Section 8 Housing Choice Voucher Program, is between 75% and 100% of the total admissions, those families that had been temporarily skipped, with incomes greater than 30% of the area median income, but who still meet the other income eligibility criteria as described below, will be selected from the waiting list. The Intake Supervisor shall review the percentage of targeted admissions and the waiting list to determine the number of non extremely-low income families to select from the waiting list. The number of families selected from the group that had been temporarily skipped will vary in order to be in compliance with the requirement that at least 75% of the new families admitted must have incomes at or below 30% of the area median income.

**OTHER INCOME ELIGIBILITY CRITERIA**

To be income eligible, the family must be either:

- "VERY-LOW INCOME" family (anticipated annual income does not exceed 50% of median income);
- "LOW INCOME" family (anticipated annual income does not exceed 80% of median income) that meets any one of the specific criteria as established by HUD; (In the case of a "continuously assisted" low income family the Authority will allow for a brief interruption of assistance not to exceed 60 calendar days between programs.)
- "LOW INCOMER" or "MODERATE INCOME" family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low income housing as defined by HUD;
- "LOW INCOMER" family that is a resident of, or works within, one of the participating communities, as described in operating jurisdiction of the Authority under section Organization of Waiting Lists" in this document.

**EXCEPTIONS TO INCOME TARGETING**

In accordance with HUD regulations, admission of certain families, as described below, are not subject to income targeting requirements and shall not be included in the calculation of meeting the income targeting percentage requirements.

- All "LOW INCOMER" or "MODERATE INCOME" families admitted that were displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low income housing as defined by HUD.
- A "LOW INCOMER" family that is "CONTINUOUSLY ASSISTED" under the 1937 Housing Act, with an interruption of no more than 60 calendar days between programs.

**SECTION 8 MODERATE REHABILITATION PROGRAM**

For the Moderate Rehabilitation Program, not less than 40% of new families admitted into the Program must have incomes at or below 30% of the area median income (extremely low income) for the appropriate family size, as determined by HUD. In order to achieve the income targeting requirement of 40% of new admissions, families with incomes greater than 30% of the area median income will be temporarily skipped on the waiting list. Once at least 40% of the new admissions into each project have incomes at or below 30% of the area median income, the families that had been temporarily skipped may be admitted in accordance with the following limitations. Since all of the Authority's Moderate Rehabilitation projects were established after 1981, the anticipated annual income of not more than 15% of the new families admitted must not exceed 80% of the area median income (low income) other than very low income families. The number of families selected from the group that had been temporarily skipped will vary in order to be in compliance with the requirements that at least 40% of the new admissions must have incomes at or below 30% of the area median income, no more than 15% are at or below 80%, and the remaining new admissions have incomes at or below 50% of the area median income (very low income).

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**MONITORING THE INCOME TARGETING REQUIREMENTS**

The Intake Supervisor, or her designee, will be responsible for monitoring the income targeting requirements. Reports will be generated bimonthly, on the first and third Fridays of each month, to document and monitor compliance with the income targeting requirements. These Income Targeting Reports will indicate all of the families admitted into the Programs and designate which families had incomes at or below 30% of the area median income at the time of admission. There will be one report for the Section 8 Housing Choice Voucher Program and another for the Section 8 Moderate Rehabilitation Program.

**NOTIFICATION OF SELECTION FROM WAITING LISTS**

Families selected from the waiting lists, in accordance with the above income targeting requirements, will be notified by a letter (referred to as an "Interview Letter") to the most recent address of the family on file. The letter will request a response from the family within 10 calendar days of the date of the letter, to schedule an interview appointment.

**CONTINUOUSLY ASSISTED FAMILIES**

A family is considered "continuously assisted" under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act Program when the family is admitted to the Housing Choice Voucher Program. For purposes of income eligibility, a family will be considered "continuously assisted" upon admission into the Housing Choice Voucher Program only when there is a break of no more than 60 calendar days between participation in the assisted programs.

**ISSUING & DENYING ASSISTANCE IN THE SECTION 8 HOUSING CHOICE VOUCHER AND MODERATE REHABILITATION PROGRAMS**

In order for the family to be issued assistance they must schedule an interview appointment within 10 calendar days of the date of the interview letter and attend the interview appointment where all paperwork is to be signed by the appropriate family members. The family will be notified in the interview letter of the necessary documents to bring to the interview. The family will have up to 30 calendar days to provide any requested information to the Authority.

After the interview appointment, the family's income, assets, medical costs, child care costs, disability, handicap or student status, and qualification for the local preference(s) will be verified through an independent, third party, as appropriate. If after independent, third party verification the family's anticipated annual income (in accordance with Federal Laws and Regulations) is less than the appropriate Income Limit, as determined by the HUD, the family will be invited to attend a "Tenant Briefing Program" (TBP) Class. Only after attending the TBP Class will the family be issued the Housing Choice Voucher or Moderate Rehabilitation Certificate of Family Participation.

For applicants on the Housing Choice Voucher waiting list, those who decline one form of assistance for another do not lose their place on the waiting list. Applicants who decline both forms of assistance may be removed from the waiting list.

**EXTENSIONS/SUSPENSION OF TIME**

The initial term of the Housing Choice Vouchers is sixty (60) days. The Housing Choice Vouchers will be extended for an additional term of up to sixty (60) days upon written request by the Housing Choice Voucher holder. Such request must be received by the Authority prior to the initial expiration date. The length of the extended term will be at the discretion of the Intake Supervisor, or her designee. It is recognized by the Authority that many factors influence how quickly a Housing Choice Voucher holder can lease an acceptable unit. Illness, the weather (winter snow or summer heat), lack of public or private transportation, employment commitments, demands of children, disability, and other factors may delay the search for housing. Accordingly, a written request for an extension will be granted, if requested, and the Intake Supervisor, or her

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designee, will document the file and electronic data accordingly.

The term of the Housing Choice Voucher will be suspended upon submission of a Request For Approval of the Tenancy. The suspension will end on the date the Authority approves or denies the Request For Approval of Tenancy. Suspension of terms will be documented by the Intake Staff in the applicant's paper and electronic files.

**THE INTAKE STAFF, AT ITS DISCRETION, MAY REQUIRE PERIODIC PROGRESS REPORTS BY APPLICANTS OF THEIR STATUS ON LEASING A UNIT.**

**REMOVAL FROM WAITING LIST**

Applicant families may be removed from the waiting list for the following reasons.

- If there is no response to the Interview Letter within 10 calendar days of the date of the letter.
- If the family misses 2 scheduled interview appointments.
- If an applicant has notified the Authority that they are no longer interested in the program(s).
- Failure to respond to requests for information from the Authority.
- Failure to notify the Authority, in writing, of any address changes.
- For the Housing Choice Voucher Program, if the family has not submitted a Request for Approval of the Tenancy to the Authority by the Housing Choice Voucher expiration date.

The provisions of this policy are not intended to violate the rights of disabled persons. The Authority will provide reasonable accommodations, such as home visits, to applicants with disabilities. All applicants will be notified by letter mailed to their most recent address on file, of the Authority's intention to remove the applicant from the waiting list. The letter further explains the applicant family's right to an informal review, which must be requested by the family, in writing, within 14 calendar days of the date of the letter.

**ADVERSE ACTIONS**

Applicant families may be denied assistance or participant families may have their assistance terminated for any one of the following reasons:

- If the participant family violates any of the family obligations.
- If the Authority has ever terminated assistance under the program for any member of the applicant or participant family.
- If any member of applicant family has ever been evicted from public housing.
- If any member of the applicant or participant family has committed fraud, bribery, or any other corrupt or criminal act in connection with any Federal housing program.
- If the applicant or participant family owes rent or other amounts to the Authority or to another public housing authority in connection with Section 8 or Public Housing assistance under the 1937 Act.
- If the applicant family has not reimbursed the Authority or any other public housing authority for amounts paid to an owner under a housing assistance payments contract for rent, damages to the unit, or other amounts owed by the family under the lease.
- If the participant family has not reimbursed the Authority, or agreed to enter into a repayment agreement for amounts owed to the Authority for reasons as specified in the above paragraph.
- If the participant family breaches an agreement with the Authority to pay amounts owed to the Authority, or amounts paid to an owner by the Authority.
- If a family participating in the Family Self Sufficiency Program (FSS) fails to comply, without good cause, with the family's FSS Contract of Participation.
- If any member of applicant or participating family has engaged in or threatened abusive or violent behavior toward Authority personnel.
- Adverse information due to your negative end of participation or any negative status (i.e. abandoned

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unit, fraud, serious lease violations, criminal activity, etc.) from previous participation in any housing assistance program.

**Applicant families must be denied assistance or participant families must have their assistance terminated for any one of the following reasons:**

- During a reasonable time period (as determined on a case by case basis), the Authority may not admit a family into a program if any member of the family has been evicted from Federally assisted housing for a serious violation of their lease.
- The Authority must terminate assistance for a family evicted from assisted housing under the program for serious violation of the lease.
- If any member of the applicant or participant family fails to sign and submit consent forms or provide the Authority with necessary verification documents within 10 days of written request, in accordance with HUD regulations.
- If any member of the applicant or participant family fails to submit required evidence of citizenship or eligible immigration status, in accordance with HUD regulations.
- If any member of the applicant or participant family has committed a drug-related criminal activity or violent criminal activity, in accordance with the Authority's "One Strike & You're Out" Policy.
- Due to the mandatory prohibition of any household member subjected to a lifetime sex offender registration the housing authority must prohibit admission or terminate participation

Also in accordance with the "One Strike & You're Out" Policy, the Authority must permanently bar admission or immediately and permanently terminate assistance from the Section 8 Housing Choice Voucher and Moderate Rehabilitation Programs any family member convicted of the manufacturing or producing of methamphetamine on the premises in violation of any Federal or State Law.

➔ **Premises are defined as the Public Housing building or complex in which the dwelling unit is located, including common areas and grounds.**

In deciding whether to deny assistance because of an action or failure to act by members of the family, the Authority has discretion to consider all of the circumstances in each case, including the seriousness of the case, the extent of participation of individual family members, and the effects of denial on other family members who were not involved in the action or failure.

The Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Authority may permit the other members of a family to receive assistance.

All applicant families being denied assistance will be notified by letter mailed to the most recent address on file. They have the right to request an informal review within 14 calendar days of the date of the letter. Such families may re-apply for assistance and will be assigned a new application date and time, with the exception of those who are barred from admission because of being convicted of manufacturing or producing methamphetamine on the premises in violation of and Federal or State Law.

**INFORMAL REVIEW PROCEDURES FOR APPLICANTS**

The informal review procedures for applicants are more fully described in the Authority's Grievance Procedures Policy.

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**OCCUPANCY POLICIES**

**DEFINITIONS OF FAMILY, FAMILY SHARE AND ANNUAL INCOME**

For the purposes of this document a family may consist of any single person or a group of persons that are related by blood, marriage, operation of law, or have evidenced a stable family relationship over a period of time to the satisfaction of the Authority by sharing expenses, family responsibilities, and a residency; and whose incomes and resources are jointly available to meet the needs of the family.

An elderly or disabled family is a family whose head, spouse, or sole member is at least sixty-two years of age or who is physically, mentally, or developmentally disabled in accordance with Section 223 of the Social Security Act or Section 102b(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970.

A disabled person is considered an elderly family for the purpose of qualifying as a household type. In order to qualify for two bedroom assistance, the elderly family must meet the appropriate subsidy standards as described below.

Family Share, for the purposes of this document and administration of the Section 8 Housing Choice Voucher Program, shall mean the portion of rent and utilities paid by the family. The family share is calculated by subtracting the amount of the housing assistance payment from the gross rent. The Authority may not use the housing assistance payment or other program funds (including the administrative fee reserve funds) to pay any part of the family share. Payment of the family share is the responsibility of the family.

**For the purposes of determining eligibility and recertifications, annual income means all amounts, monetary or not:**

- Which go to or on behalf of the family head or spouse or any other family member;
- That are anticipated to be received from a source outside the family during the 12 month period following admission or the annual reexamination effective date;
- Which are not specifically excluded by Federal Regulations; and/or
- This also includes amounts derived from assets to which any family member has access.
- Alimony and child support payments are counted as income. If the amount of child support or alimony received is less than the amount awarded by the court, the HAGC must use the amount awarded by the court unless the family can verify that they are not receiving the full amount or have not received it for 60 consecutive days. The
- HAGC will accept as verification that the family is receiving an amount less than the award if:
  - The HAGC receives verification from the agency responsible for the enforcement of collection.
  - The family furnishes documentation of child support or alimony collection action filed through a child support
  - Enforcement/collection agency, or has filed an enforcement or collection action through an attorney.
  - Direct pay child support arrangement may require order from court if HAGC is not able to verify

**Annual income is determined by calculating a family's anticipated total gross income minus allowable exclusions.**

- When 3<sup>rd</sup> party verifications are not received in time to establish eligibility or complete a recertification, the Authority shall document the reason why the 3<sup>rd</sup> party verification was not used and compute annual income on a provisional basis based upon review of documents. The annual income computation should then be compared to that with the 3<sup>rd</sup> party verification upon receipt. Adjustments to the amount of rental subsidy will be made based



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upon the discretion of the Section 8 Supervisor or Intake Supervisor, as appropriate.

- For those cases where the participant reports \$0 income, the Authority will require the participant to periodically (usually every 3 months) report the current income and provide an explanation as to how the family is paying their utilities, buying food, etc.
- A full-time college student of a non-parental/guardian household may be considered a family if the student is of legal age or an emancipated minor under NJ State Law. The student must provide verification to the satisfaction of the Authority.
- Each college student within a household must provide a written and signed certification that the student does or does not anticipate receiving financial support from the student's parent(s) or guardian(s) and the amount of support. The Authority must verify via independent third party verification, preferably written, all amounts anticipated to be received outside of the family during the 12-month period following admission and the effective date of the annual reexamination.
- The college student must have established a household separate from his/her parents or legal guardians for at least one year prior to applying to the Section 8 HCV or Mod Rehab programs. The Authority must obtain evidence of separate households by reviewing/verifying the address information that predates the student's application by a minimum of one year.
- The college student must not be claimed as a dependent by his/her parent(s) or legal guardian(s) on their IRS tax return. The Authority must request a copy of the college student's Form 1040EZ, 1040A, or 1040 tax return, as applicable, for the prior year. The Authority may also, if practicable, review the college student's parents' or guardians' tax return. The college student must supply any information the Authority or HUD determines is necessary in the administration of the Section 8 HCV or Mod Rehab program.
- The Authority must verify, through independent third party, all financial assistance from federal and state grants and/or academic scholarships, and work-study program wages paid directly to the student or the education institution. Amounts shall be counted in the determination of annual income in accordance with HUD regulations and any requirements as specified in appropriations' acts. For the 2005 Appropriations Act, the Authority will deny Section 8 HCV or Mod Rehab assistance to persons receiving athletic scholarship assistance for housing costs exceeding \$5,000 annually.

**SUBSIDY STANDARDS**

The Housing Choice Voucher or Moderate Rehabilitation Certificate of Family Participation shall specify the smallest number of bedrooms appropriate to the family, taking into consideration the minimum commitment of housing assistance payments, avoidance of overcrowding, and compliance with Housing Quality Standards (HQS).

The Authority shall apply the unit size standards appropriate for the applicant family. The unit size standards will assure that the HQS applicable for adequate space and security are met. These standards specify that there must be at least one bedroom or living/sleeping room of appropriate size for each two persons. Persons of the opposite sex, other than husband and wife or children age six or younger, will not be required (but may choose) to occupy the same bedroom or living/sleeping room.

**PAYMENT STANDARDS**

For Housing Choice Voucher Program participants, the Authority maintains a schedule of payment standards by unit size.

An evaluation of the Housing Choice Voucher Program affordability adjustment shall be made annually prior to implementing a change in the Housing Choice Voucher Program Payment Standard Schedule. Affordability adjustments shall be made to

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the Payment Standards by the Executive Director, or his designee, following an affordability adjustment study and determination. The affordability adjustment shall be conducted so as to determine whether families have a sufficient level of subsidy to allow freedom of choice in the selection of rental housing within the Authority's jurisdiction. Affordability adjustments in the Payment Standard will be consistent with funding limitations as set forth in the Annual Contributions Contract, Federal Law, and regulations set by HUD.

The Authority may establish a higher payment standard (although still between 90% and 110% of the Fair Market Rents for Gloucester County, as determined by HUD) as a reasonable accommodation for a family that includes people with disabilities.

**MINIMUM RENTS**

For the Moderate Rehabilitation Programs, the minimum total tenant payment is equal to \$0.  
For the Housing Choice Voucher Program, the minimum family contribution is equal to \$0.

**ANNUAL REEXAMINATIONS AND POLICY ON INTERIM REEXAMINATIONS**

All annual and interim reexaminations will be performed in accordance with Federal Laws and Regulations, which includes, but is not limited to, the computations of annual income, monthly adjusted income, and the computations of Tenant Rent for the and Moderate Rehabilitation Programs and Family Rent to Owner in the Housing Choice Voucher Program. At least annually, each participant family's income and family composition will be reexamined. This will constitute the annual reexamination.

**An interim reexamination will be performed for participant families when either of the following circumstances applies;**

- There is a change in family composition.
- The family's anticipated annual income is believed to have decreased.
- The family's anticipated annual income is believed to have increased.

The Authority will perform the interim reexaminations within a reasonable time, approximately 30 calendar days, after the family's request. The effective date of the housing assistance payment (HAP) resulting from an interim reexamination will be the 1st of the month succeeding the completed interim reexamination if the tenant rent or family rent to owner decreases. If the tenant rent or family rent to owner increases, it will be effective the 1st of the month after which the family has received 30 calendar days notice of such increase.

All participant families are required to report all changes of family composition and all changes in source of income to the Authority, in writing, within 14 calendar days after they occur, even if they would not result in an interim reexamination. Failure of families to report required changes is grounds for termination.

A family's request to add an adult member(s) who have been previously removed from the household may be denied. Families are required to notify HAGC within 14 calendar days if any family member leaves the assisted household. When the family notifies this agency the following must be provided:

The date the family member moved out, documentation of the new address of the family member or court documents verifying divorce, separation or new custody arrangements must be provided to this agency. Any arrangements to remove household members due to domestic violence, dating violence or stalking will be in accordance with HUD regulations as it pertains to the Violence Against Women Reauthorization Act (VAWA) of 2005. The tenant must provide a certification that she/he is a victim of domestic violence, dating violence, or stalking must include the name of the perpetrator and be provided within 14 business days. The certification must be in accordance with HUD-50066 form.

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The Authority will note in the participants' files cases where it appears as if there are patterns of abuse with respect to income changes (i.e. quitting a job immediately prior to the annual recertification and starting a job immediately after the tenant rent to owner has been determined) and take actions as determined necessary on a case by case basis.

**The Authority reserves the right not to perform interim recertifications from the point of voucher issuance until after the first 6 months of an assisted family's contract. Determinations shall be made on a case-by-case basis and participants' files shall be documented to support the decision of the Executive Director, or his designee. The family is still required to report all changes in income and family composition to the Authority, in writing, within 14 calendar days of the change.**

Any information reported by the participant families that was not required to be reported, will not be processed until the family's next annual reexamination. Verification procedures for interim reexaminations are the same as annual reexaminations, except that only the changes need to be verified. Also, only the lease addendum and any paperwork related to the information that changed must be signed by the tenant and landlord, as appropriate.

For the Housing Choice Voucher Program only, the Authority must not reduce the tenant's portion of rent to owner when the family has experienced an income reduction based on noncompliance with welfare requirements or fraud. Such welfare requirements include an economic self-sufficiency program or a work activities requirement. However, at the family's request, the Authority must process an income reexamination. Only after obtaining written notification from the welfare agency that the family's benefits have been reduced because of noncompliance with a work activities requirement, or because of fraud, must the Authority deny the family's request for a reduction in the total tenant payment or the family contribution to rent, whichever may apply.

Any families affected by the above provision have the right to request an informal hearing in accordance with 24 CFR 982.555 (a) (i).

There may be certain cases when a participant family experiences a temporary decrease in income (such as those instances when a wage earner becomes temporarily disabled or temporarily unemployed). For such cases, the Authority will perform an interim reexamination based on the current circumstances, which may temporarily reduce the tenant's share, even to \$0 in some cases. When the income of such a participant family stabilizes, another interim reexamination will be performed to adjust the tenant's share, which will most likely be an increase.

**In accordance with Federal Regulations, the Authority shall exclude the following from the annual income from a qualified family participating in the Housing Choice Voucher Program:**

- The increases in annual income that are a result of employment of a family member with disabilities and who was previously unemployed for one or more years prior to employment;
- The increases in annual income as a result of increased earnings by a family member who is a person with disabilities during participation in any economic self-sufficiency or other job training program; or
- The increases in annual income that are a result of new employment or increased earnings of a family member who is a person with disabilities, during or within six months after receiving assistance in any state program for temporary assistance for needy families funded under Part A of Title IV of the Social Security Act, as determined by the Authority in consultation with Gloucester County Board of Social Services.

During the initial twelve month period beginning on the date a disabled family member of a qualified family is first employed or the family first experiences an increase in annual income attributable to employment, the Authority will

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exclude from annual income any increase in income of a family member who is the person with disabilities as a result of employment over prior income of that family member.

During the second cumulative twelve month period after the date a disabled family member is first employed or the family first experiences an increase in annual income attributable to employment, the Authority must exclude from annual income of a qualified family fifty percent of any increase in income of such family member as a result of employment of income of that family member prior to the beginning of such employment.

The disallowance of increased income of an individual family member who is a person with disabilities as provided above is limited to a lifetime of 48 months.

The disallowance of increases in income as a result of employment of persons with disabilities under this section does not apply for the purposes of admission into the program (including determination of income eligibility or any income targeting that may be applicable).

**UTILITY ALLOWANCE SCHEDULES**

The Authority shall maintain utility allowance schedules by unit type and bedroom size in accordance with Federal Laws and Regulations.

**FAMILY ABSENCE FROM DWELLING UNIT**

For purposes of this section, "absence" means that no member of the family is residing in the unit.

The family may be absent from the unit for brief periods. For longer absences, the family must notify the Authority in writing of any absences longer than 30 calendar days. Such notification should include the purpose of the absence. In no case can any absence exceed 90 calendar days. In the event that the family is absent for more than 90 calendar days, the housing assistance payments contract and assisted lease will be terminated.

The Authority may verify family occupancy or absences, through letters to the family's subsidized unit, phone calls, home visits, or through questions to landlords or neighbors, as determined necessary.

**FAMILIES WHO WISH TO MOVE WITH CONTINUED ASSISTANCE**

The Authority will not permit any family to move during the initial year of the assisted occupancy. After the initial year of assisted occupancy, a family in good standing (if the tenant has the right to terminate the lease on notice to the owner) may move, providing that they provide 30 calendar days written notice, prior to the first of the month, to both the landlord and to the Authority. In any one year, a participant family may not move more than one time.

The Authority may deny permission to move if there is not sufficient funding for continued assistance or in accordance with denial or termination of assistance regulations (the family is not in good standing).

If the family fails to find an acceptable unit, they may continue to receive assistance under the current contract providing that the landlord agrees.

Should a participant notify HAGC that he/she wishes to vacate a unit before the end of an assisted lease, the participant may

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only move with continued assistance if the landlord provides the Authority with a written release. In the cases where the landlord will not release the tenant, the tenant may only move with continued assistance upon the written approval from the Executive Director, or his designee.

**CONTINUED ASSISTANCE WHEN THE ASSISTED FAMILY BREAKS UP**

The Authority will utilize the following guidelines to determine which family members continue to receive assistance when the family breaks up.

- If any family members are caring and providing for minor children.
- If any family members are/were caring for an ill, elderly, or disabled adult.
- If any family members were forced to leave the unit as result of actual or threatened physical violence against
- If family members by a spouse or other household member.
- If a court determines disposition of property between family members, the Authority must abide by the court's decision

A decision of which family members continue to receive assistance will be made on a case-by-case basis considering the above factors.

**POLICY CONCERNING PAYMENT OF AMOUNTS THE FAMILY OWES THE AUTHORITY**

In all cases where it is determined that a participant family owes the Authority for rents or other amounts in connection with Section 8 Housing Choice Voucher or Moderate Rehabilitation assistance, the Authority shall offer to enter into a repayment agreement with the family in which the family pays the Authority on a monthly basis. The monthly amount due shall be determined case by case, taking into consideration the family's income, rent, and other individual circumstances. All repayment agreements must be approved by the Section 8 Supervisor.

If the participant family receives a utility reimbursement check from the Authority towards the allowance for tenant supplied utilities, the Authority may, at its discretion, issue the check to itself on behalf of the tenant. This amount shall be credited towards the monthly amount the participant family owes the Authority under the repayment agreement.

HUD requires PHAs to report certain information at the conclusion of the tenant's participation. Debts owed will be maintained within HUD's Enterprise Income Verification System (EIV).

**TERMINATIONS OF ASSISTANCE**

Please refer to various circumstances in which the Authority may/must terminate assistance in Section II. C. 3.

**"DENIAL/TERMINATION OF ASSISTANCE" OF THIS DOCUMENT**

When deciding whether or not to terminate a participant family's assistance the Authority has discretion of considering individual circumstances regarding the family's action or failure to act, including the seriousness of the case and the effects on other family members who were not involved in the action or the failure to act. All terminations are in accordance with Federal Laws and Regulations and will provide not less than 30 calendar days notice to the affected family. The terminated families are notified on the termination letter that they have the right to request an informal hearing within 14 calendar days of the date of such letter.

The Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Authority may permit

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the other members of a family to receive assistance.

**PROCEDURES FOR INFORMAL HEARINGS**

Informal hearing procedures for participants are described in the Authority's Grievance Procedures Policy.

**HOUSING QUALITY STANDARDS/INSPECTIONS**

The Authority shall require that all assisted units be maintained in accordance with Housing Quality Standards (HQS), as established by HUD.

At least annually, and prior to commencing housing assistance payments contracts for units with landlords, the Authority shall inspect said units in accordance with HQS. Special inspections also may be performed at the request of the owner, tenant, or as determined by the Authority.

Owners shall be given a reasonable amount of time to make repairs to units, in accordance with Federal rules and regulations. The Authority may grant extensions of time to make repairs upon the request of the owner.

**OWNER PARTICIPATION**

**ENCOURAGING PARTICIPATION BY OWNERS OUTSIDE AREAS OF LOW INCOME & MINORITY CONCENTRATION**

The Intake and Section 8 Recertification Departments constantly "market" program utilization among property owners outside areas of low income and minority concentration, particularly in garden apartment complexes in which owners will be willing to participate. The history of the Authority has proven that personal contact by staff results in the most meaningful marketing effort.

Owners are encouraged to participate with the Social Serve website through the Housing Resource Center. HAGC Staff utilizes Social Serve, Apartment Guide publications, local newspapers, and other internet sites for available units.

At the time of Housing Choice Voucher issuance, staff will determine the type of area, location, and any special housing needs of each case and advise the Housing Choice Voucher holders on the availability of various units or complexes with vacancies in those respective areas. Such discussion shall include school needs, relative location to employment, child care availability, shopping, and public transportation.

**POLICY ON PROVIDING INFORMATION TO OWNERS**

The Authority must provide owners with the family's current address, current landlord, and prior landlord. The Authority has no liability or responsibility to the owner or other persons for the family's behavior or the family's conduct in tenancy. The Authority's policy on providing information to owners will be communicated to the families, in writing, at the time of admission or upon a family requesting to move to another unit.

**DISAPPROVAL OF OWNERS**

**For the purposes of this section, "owner" includes a principal or other interested party. The Authority must not approve a unit under the following circumstances;**

- For all new admissions and moves after June 17, 1998, if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless approving the unit would provide reasonable accommodation for a family member with disabilities.
- The Authority has been notified that the owner is debarred, suspended, or subject to a limited denial of participation under 24 CFR Part 24.

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- HUD has directed the Authority that Federal action is pending on government-instituted administrative or judicial action against an owner for a Fair Housing of other Federal equal opportunity requirement violation.
- HUD has directed the Authority that a court or administrative agency has determined that the owner violated Fair Housing or other Federal equal opportunity requirements.

**The Authority may not approve a unit for any of the following reasons;**

- The owner is not willing to make the necessary repairs for the unit to conform to Housing Quality Standards or the owner will not permit the Authority's staff to perform a Housing Quality Standards Inspection.
- The owner has a history or practice of noncompliance with Housing Quality Standards for tenant-based programs, or housing standards for project-based assistance under any Federal housing program.
- The owner has committed fraud, bribery, or any other corrupt or criminal act involving any Federal housing program.
- The owner has engaged in drug trafficking.
- The owner has a history or practice of renting units that fail State or local housing codes.
- The owner has not paid State or local real estate taxes, fines, or assessments.
- The owner has refused (or has a history of refusing) to evict families for drug-related or violent criminal activity or for activity that threatens the health, safety, or right of peaceful enjoyment of the premises by tenants, employees of the owner, or neighbors.

Each case will be evaluated by the Intake Supervisor (for a new admission or transfer in) or the Section 8 Supervisor (for a move), as appropriate. The particular circumstances of each case will be documented and filed along with the Request for Approval of the Tenancy contained in the applicant's/participant's file and the electronic notes screen will also be documented for the respective owner.

**ASSISTING A FAMILY THAT CLAIMS ILLEGAL DISCRIMINATION**

Persons who have alleged discrimination on the basis of Fair Housing Amendment Act of 1988, Title VIII of the Civil Rights Act of 1968, Title VI of the Civil Rights Act of 1964 or Executive Order 11063, will have their case administered by the Intake Supervisor (if it is a new admission) or the Section 8 Supervisor (if it is a move) to personally assist the family in finding a suitable unit and to prevent any repeated discrimination against the family. The Intake Supervisor or Section 8 Supervisor, as appropriate, shall provide personal referrals to units with vacancies and call the apartment managers of said units to arrange for an appointment for the family to see the unit.

**Additionally, assistance will be given to families who have claimed illegal discrimination in the exercise of their rights under Federal State, and/or local law and name of persons responsible for providing assistance. Either the Intake Supervisor or Section 8 Supervisor, as appropriate, shall:**

- Take a statement regarding the time, place, and participants, in the alleged discrimination.
- Aid complainant in filing a HUD-903.1 (11/97).
- Aid complainant in contacting and filing a complaint with the New Jersey Division on Civil Rights/Housing Section.
- As an advocate of complainant, meet with the apartment owner/manager and resolve alleged basis for discrimination.
- Work in conjunction with investigators and others in an attempt to assure compliance with the law and have the family housed.
- Refer the matter the Authority's Counsel for consideration on referring the matter to the prosecutor.
- See also Addendum regarding Affirmatively Furthering Fair Housing.

**DISTRIBUTION OF HOUSING ASSISTANCE PAYMENTS**

The Authority will distribute the housing assistance payments, in accordance with the Housing Assistance

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Payments Contract, to the landlords via the United States Postal Service. The checks will be forwarded to the post office as soon as the Authority receives the funding from HUD. In the event that the checks are forwarded to the post office late because HUD is late in transferring the funds or for any other reasons beyond the control of the Authority, the Authority shall not be held responsible for late fees.

**ABATEMENT OF HOUSING ASSISTANCE PAYMENTS**

When a unit fails to meet Housing Quality Standards and the owner has been given an opportunity to correct the deficiencies, but has failed to do so within the required timeframe, the housing assistance payment will be abated (not paid). For tenant caused deficiencies, the owner will not be held accountable and the housing assistance payment will not be abated.

It is the owner's responsibility to notify the Authority when repairs have been made. Upon doing so, the Authority will schedule an inspection of said repairs to determine if the unit meets Housing Quality Standards. The owner will not be penalized for delays in inspections as long as they have notified the Authority that the repairs had been made.

**PROOF OF OWNERSHIP**

- A landlord who wishes to participate in the Section 8 Program must provide proof of ownership of the property rented under the program; e.g., tax bill.
- A landlord currently participating in the Section 8 Program must provide current proof of ownership, when requested.
- A landlord must provide a Tax ID number for the property under contract upon entering the program and/or when requested.

**RENTS**

**RENT REASONABLENESS PROCEDURES**

Housing Choice Voucher TII's obtain data of comparable unassisted units within the Authority's operating jurisdiction. Information should not be more than 6 months old. The market data is obtained from various internet sites such as Social Serve, Weichert Realtors, newspaper listings, and published apartment guides. The TII's also make telephone calls or mail letters to owners in order to obtain information such as tenant supplied utilities that was not include in the advertisements.

**Consideration is given to the following factors:**

- Unit Type (i.e. single family, multiple dwelling, or town house);
- Bedroom Size
- Census Tract
- Zip Code

The information obtained for each unit includes items such as contract rent, tenant supplied utilities, age of unit, and amenities. The gross rent is calculated for each comparable unit.

Information for the market survey is obtained from newspaper and rental advertisements and new listings from landlords. The MIS Specialist also makes telephone calls or mails letters to owners in order to obtain information such as tenant supplied utilities that was not included in the advertisements.

The Section 8 HQS Inspector will determine at each inspection the unit type, bedroom size, and utilities to be supplied by the tenant. Completed inspection booklets are furnished to the Tenant Interviewer Investigators (TII's) when the unit passes the HQS Inspection. The TII's compare the information on the inspection booklet to the information for the unit



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within the database, including the utility arrangement that is used to calculate the utility allowance.

For all units in the Housing Choice Voucher Program, prior to approving the initial contract rent and any increases in the contract rent, the TII will obtain three market units that are “comparable” to the target unit. TII’s will compare the gross rents of the comparable units to that of the target unit. Hard copies of the comparable units and related data are printed and placed in the tenant's file. If the gross rent of the target unit exceeds that of the comparable units, the TII has either the Intake Supervisor or the Section 8 Supervisor, as appropriate, review the file and determine whether or not to approve the contract rent.

For units in the Housing Choice Voucher Program only, at the time the Authority approves a tenancy for initial occupancy of a dwelling unit by a family with tenant-based assistance under the program, and where the gross rent of the unit exceeds the applicable payment standard for the family, the family share must not exceed 40 percent of the family’s adjusted monthly income. The determination of adjusted monthly income must be based on verification information received by the Authority no earlier than 60 days before the Authority issues a voucher to the family.

**AUTHORITY CHOICE REGARDING SPECIAL HOUSING TYPES**

The Authority reserves the right to make decisions regarding special housing types on an individual basis.

**1. SECTION 8 HOUSING CHOICE VOUCHER HOMEOWNERSHIP OPTION**

- Homeownership Option: General
  - A. The homeownership option will be used to assist a family residing in a home purchased and owned by one or more members of the family.
  - B. A family assisted under the homeownership option may be a newly admitted or existing participant in the HCV Program
  - C. **FORMS OF HOMEOWNERSHIP ASSISTANCE**
    - 1. The Authority may provide one of two forms of homeownership assistance for a family:
      - I. Monthly homeownership assistance payments; or
      - II. A single down-payment assistance grant only as a reasonable accommodation to a person with disabilities in accordance with Federal Regulations.
    - 2. Prohibition against combining forms of homeownership assistance. A family may only receive one form of homeownership assistance. Accordingly, a family that includes a person who was an adult member of a family that previously received either of the two forms of homeownership assistance may not receive the other form of homeownership assistance from any PHA.
  - D. PHA Choice to offer homeownership options.
    - 1. The Authority elects to offer only the monthly homeownership payments under this subpart. However, the Authority must offer either form of homeownership assistance if necessary as a reasonable accommodation for a person with disabilities in accordance with Federal Regulations.
    - 2. It is the sole responsibility of the Authority to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. The Authority will determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. The Authority may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the Authority has otherwise opted not to implement a homeownership program.
  - E. Family Choice
    - 1. The family chooses whether to participate in the homeownership option if offered by the Authority.

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- F. The Authority must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and useable by persons with disabilities in accordance with Federal Regulations.
- G. The Authority must have the capacity to operate a successful Section 8 homeownership program. The Authority has the required capacity if it satisfies either one of the following.
  - 1. The Authority establishes a minimum homeowner downpayment requirement of at least 3% of the purchase price for participation in its Section 8 homeownership program, and requires that at least 1% of the purchase price come from the family's personal resources;
  - 2. The Authority requires that financing for purchase of a home under its Section 8 homeownership program:
    - I. Be provided, insured, or guaranteed by the state or Federal government;
    - II. Comply with secondary mortgage market underwriting requirements; or
    - III. Comply with generally accepted private sector underwriting standards; or
  - 3. The Authority otherwise demonstrates in its Annual Plan that it has the capacity, or will acquire the capacity, to successfully operate a Section 8 homeownership program.

**2. HOMEOWNERSHIP OPTION: INITIAL REQUIREMENTS**

**A. LIST OF INITIAL REQUIREMENTS**

Before commencing homeownership assistance for a family, the Authority must determine that all of the following initial requirements have been satisfied:

- 1. The family is qualified to receive homeownership assistance;
- 2. The unit is eligible; and
- 3. The family has satisfactorily completed the Authority program of required pre-assistance homeownership counseling.

**B. ENVIRONMENTAL REQUIREMENTS**

The Authority is responsible for complying with the authority listed in Section 58.6 requiring the purchaser to obtain and maintain flood insurance if necessary.

**3. FAMILY ELIGIBILITY**

**A. DETERMINATION OF WHETHER THE FAMILY IS QUALIFIED. THE AUTHORITY MAY NOT PROVIDE ASSISTANCE FOR A FAMILY UNLESS IT DETERMINES THAT THE FAMILY SATISFIES ALL OF THE FOLLOWING INITIAL REQUIREMENTS AT COMMENCEMENT OF HOMEOWNERSHIP ASSISTANCE FOR THE FAMILY:**

- 1. The family must be a current participant or newly admitted participant into the HCV Program;
- 2. The family must be a first-time homebuyer, as described at 3 b (1), (2), and (3);
- 3. The family must satisfy the minimum income requirement, as described at 3 c (1), (2), and (3);
- 4. The family must satisfy the employment requirements, as described at 3 d (1), (2), and (3);
- 5. The family must not have defaulted on a mortgage securing debt to purchase a home under the homeownership option, see 3 e;
- 6. Except for cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home;
- 7. Except for cooperative members who have acquired cooperative membership shares prior to the commencement of homeownership assistance, the family has entered a contract of sale in accordance with Federal Regulations regarding homeownership assistance;
- 8. The family also satisfies the following initial requirements established by the Authority.

- (i) The family must have a down payment of at least 3% of the purchase price of the home. At

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least 1% of the purchase price must come from the family's personal resources.

- (ii) The family must obtain financing that is provided, insured, or guaranteed by the state or Federal government; Comply with secondary mortgage market underwriting requirements; or Comply with generally accepted private sector underwriting standards.
- (i) The family must meet the other requirements as described below.

**B. FIRST-TIME HOMEOWNER REQUIREMENTS. AT COMMENCEMENT OF HOMEOWNERSHIP ASSISTANCE FOR THE FAMILY, THE FAMILY MUST BE ANY OF THE FOLLOWING:**

- (1) A first-time homeowner;
- (2) A cooperative member; or
- (3) A family of which a family member is a person with disabilities, and use of the homeownership option is needed as a reasonable accommodation so that the program is readily accessible to and usable by such person, in accordance with Federal Regulations.

**C. MINIMUM INCOME REQUIREMENT**

(1) Upon commencement of monthly homeownership assistance payments for the family, or at the time of a downpayment assistance grant for the family, the family must demonstrate that the annual income, as determined by the Authority in accordance with Section 5.609 of the Federal Regulations, of the adult family members who will own the home at commencement of homeownership assistance is not less than:

- (i) In the case of a disabled family, as described in Section 5.403 (b) of the Federal Regulations, the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his or her share of food and housing costs) multiplied by twelve; or
- (ii) In the case of other families, the Federal minimum wage multiplied by 2,000 hours.

(2)

- (i) Except in the case of an elderly family or a disabled family, the Authority shall not count any welfare assistance received by the family in determining annual income under this section.
- (ii) The disregard of welfare assistance income under paragraph (b) above only affects the determination of minimum annual income used to determine if a family initially qualifies for commencement of homeownership assistance in accordance with this section, but does not affect:
  - a. the determination of income-eligibility for admission to the voucher program;
  - b. calculation of the amount of the family's total tenant payment (gross monthly contribution);
  - or

c. Calculation of the amount of homeownership assistance payments on behalf of the family.

- (iii) In the case of an elderly or disabled family, the Authority shall include welfare assistance for the adult family members who will own the home in determining if the family meets the minimum requirement.

(3) The Authority elects not to establish a minimum income standard that is higher than those required in paragraph 3 c (1) and (2).

**D. EMPLOYMENT REQUIREMENTS**

1. Except as provided in paragraph (2) below, the family must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance:

- (i) Is currently employed on a full-time basis (the term "full-time employment" means not less than an average of 30 hours per week); and
- (ii) Has been continuously so employed during the year before commencement of

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homeownership assistance for the family.

2. The Authority shall have discretion to determine whether and to what extent interruptions are considered to break continuity of employment during the year. The Authority may count successive employment during the year. The Authority may count self employment in a business. The Authority shall make determinations regarding continuous employment on a case by case basis.
3. The employment requirement does not apply to an elderly family or a disabled family. Furthermore, if a family, other than an elderly family or a disabled family, includes a person with disabilities, the Authority shall grant an exemption from the employment requirement if the Authority determines that an exemption is needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities in accordance with part 8 of this title.

**E. PROHIBITION AGAINST ASSISTANCE TO FAMILY THAT HAS DEFAULTED. THE AUTHORITY WILL NOT COMMENCE HOMEOWNERSHIP ASSISTANCE FOR A FAMILY THAT INCLUDES AN INDIVIDUAL WHO WAS AN ADULT MEMBER OF A FAMILY AT THE TIME WHEN SUCH FAMILY RECEIVED HOMEOWNERSHIP ASSISTANCE DEFAULTED ON A MORTGAGE SECURING DEBT INCURRED TO PURCHASE THE HOME.**

**F. OTHER REQUIREMENTS**

1. The Authority will not approve assistance if any member has previously defaulted on a mortgage under the Section 8 HCV homeownership option.
2. The Authority shall provide a preference to families participating in the FSS Program, however, shall not limit the participation to such families.
3. The Authority shall require all eligible families satisfactorily complete budget and credit counseling. Additionally, eligible families must repair their credit where determined necessary by the Authority, before participating in the homeownership option. The family must be able to qualify for a mortgage.
4. Eligible families must attend and satisfactorily complete pre-assistance homeownership counseling.
5. The budget, credit, and pre-assistance counseling shall be provided by a HUD-approved agency or will be consistent with the homeownership counseling provided under HUD's Housing Counseling Program.

**G. FINDING A HOME**

1. The Authority will allow the family to search for a suitable home for 60 days. Upon a written request from the family, the Authority may allow for an additional 60 days. The request must be received by the Authority prior to the expiration date of the initial 60 days.
2. The Authority shall require a written progress report on the family's progress in finding and purchasing a home after 30 days and each 30 days thereafter.
3. If the family is unable to purchase a home within the maximum time established (120 days) the Authority will issue the family a voucher.

**4. ELIGIBLE UNITS**

- A. The Authority must determine that the unit satisfies all of the following requirements.
  1. The unit is eligible.
  2. The unit is either under construction or already existing at the time the family enters into the contract of sale.
  3. The unit is either a one-unit property (including a manufactured home) or a single dwelling unit in a cooperative or condominium.
  4. The unit has been inspected by an Authority Inspector and by an independent inspector designate by the family.
  5. The unit satisfies Housing Quality Standards (HQS).

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- B. Purchase of home where family will not own fee title to the real property. Homeownership assistance may be provided for the purchase of a home where the family will not own fee title to the real property on which the home is located, but only if:
  - 1. The home is located on a permanent foundation; and
  - 2. The family has the right to occupy the home site for at least forty years.
- C. Authority disapproval of seller. The Authority will not commence homeownership assistance for occupancy of a home if the Authority has been informed (by HUD or otherwise) that the seller of the home is debarred, suspended, or subject to a limited denial of participation under part 24 of the Federal Regulations.
- D. Authority-owned units. Homeownership assistance may be provided for the purchase of a unit that is owned by the Authority that administers the assistance under the consolidated ACC (including a unit owned by an entity substantially controlled by the Authority), only if all of the following conditions are satisfied:
  - 1. The Authority must inform the family, both orally and in writing that the family has the right to purchase any eligible unit and an Authority owned unit is freely selected by the family without Authority pressure or steering;
  - 2. The unit is not ineligible housing;
  - 3. The Authority must obtain the services of an independent agency in an accordance with 982.352 (b)(1)(iv)(B) and (C), to perform the following Authority functions:
    - I. Inspection of the unit for compliance with the HQS, in accordance with 982.631(a);
    - II. Review of independent inspection report, in accordance with 982.631(b)(4);
    - III. Review of contract of sale, in accordance with 982.631(c); and
    - IV. Determination of the reasonableness of the sales price and the Authority provided financing, in accordance with 982.632 and other supplementary guidance established by HUD.

**5. HOME INSPECTIONS, CONTRACT OF SALE, AND AUTHORITY DISAPPROVAL OF OWNER**

- A. HQS Inspection by the Authority. The Authority may not commence monthly homeownership assistance payments or provide a downpayment assistance grant (as a reasonable accommodation) for the family until the Authority has inspected the unit and has determined that the unit passes HQS. The Authority elects to perform HQS inspections for the term of the homeownership assistance on an as needed basis, but not less than annually.
- B. Independent Inspection.
  - 1. The unit must also be inspected by an independent professional inspector selected by and paid by the family.
  - 2. The independent inspection must cover major building systems and components, including foundation and structure, housing interior and exterior, and the roofing, plumbing, electrical, and heating systems. The independent inspector must be qualified to report on property conditions, including major building systems and components.
  - 3. The Authority may not require the family to use an independent inspector selected by the Authority. Th independent inspector may not be an Authority employee or contractor, or other person under control of the Authority. However, the Authority will require the inspector to be a licensed home inspector in the State of NJ.
  - 4. The independent inspector must provide a copy of the inspection report both to the family and to the Authority. The Authority may not commence monthly homeownership assistance payments, or provide a downpayment assistance grant for the family, until the Authority has reviewed the inspection report of the independent inspector.
- C. Contract of Sale.
  - 1. Before commencement of monthly homeownership assistance payments or receipt of a down-payment assistance grant (when permitted as a reasonable accommodation to a person with disabilities), a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family. The family must give the Authority a copy of the contract of sale.

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2. The contract of sale must:
  - I. Specify the price and other terms of the sale by the seller to the purchaser.
  - II. Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser.
  - III. Provide that the purchaser is not obligated to purchase the unit unless the inspection is not satisfactory to the purchaser.
  - IV. Provide that the purchaser is not obligated to pay for any necessary repairs.
  - V. Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under part 24 of this title.

**D. Disapproval of Seller.** The Authority may deny approval of a seller for any reason provided for disapproval of an owner in 24 CFR 982.306(c).

1. The Authority must not approve a contract of sale if the Authority has been informed (by HUD or otherwise) that the owner is debarred, suspended, or subject to a limited denial of participation under 24CFR Part 24.
2. When directed by HUD, the Authority must not approve a contract of sale if:
  - I. The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending; or
  - II. A court or administrative agency has determined that the seller violated the Fair Housing Act or other federal equal opportunity requirements.
3. The Authority may deny approval to sell a unit from a seller for any of the following reasons:
  - I. The seller has violated obligations under a HAP contract under Section 8 of the 1937 Act.
  - II. The seller has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
  - III. The seller has engaged in any drug-related criminal activity or any violent criminal activity;
  - IV. The seller has a history or practice of non-compliance with the HQS for units leased under the tenant-based programs, or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program;
  - V. The seller has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity engaged in by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
    - a. Threatens the right to peaceful enjoyment of the premises by other residents;
    - b. Threatens the health or safety of other residents, of employees of the Authority, or of seller employees or other persons engaged in the management of housing;
    - c. Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or
    - d. Is drug-related criminal activity or violent criminal activity; or meet State or local housing codes; or
    - e. The seller has not paid State or local real estate taxes, fines, or assessments.
4. The Authority must not approve a unit if the seller is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the Authority determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities. This restriction against Authority approval of a unit applies at the time the family initially receives monthly homeownership assistance or a down-payment assistance grant for the purchase of a particular unit.
5. Nothing in this Policy is intended to give any seller any right to participate in the program.
6. For the purposes of this section, "seller" includes a principal or other interested party.

**6. FINANCING PURCHASE OF HOME; AFFORDABILITY OF PURCHASE**

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- A. The family is responsible for obtaining financing. The Authority will develop partnerships with lenders and provide guidance to the family, but will not require a specific lender.
- B. The Authority will approve the lenders/financing on a case by case basis. The Authority will review the lender qualifications and the loan terms before authorizing homeownership assistance. The Authority may disapprove the proposed financing if it determines that the debt is unaffordable, or if the Authority determines that the lender or loan terms do not meet the Authority's qualifications.
- C. The Authority shall prohibit the following types of financing.
  - 1. Seller financing;
  - 2. Balloon payment mortgages

**7. HOMEOWNERSHIP OPTION: AMOUNT AND DISTRIBUTION OF MONTHLY HOMEOWNERSHIP ASSISTANCE PAYMENT**

**A. Amount of monthly homeownership assistance payment. While the family is residing in the home, the Authority shall pay a monthly homeownership assistance payment on behalf of the family that is equal to the lower of:**

- 1. The payment standards minus the total tenant payment; or
- 2. The family's monthly homeownership expenses minus the total tenant payment.

**B. Payment Standard for family**

- 1. The payment standard for a family is the lower of:
  - I. The payment standard for the family unit size; or
  - II. The payment standard for the size of the home
- 2. If the home is located in an exception payment standard area, the Authority must use the appropriate payment standard for the exception payment standard area.
- 3. The payment standard for a family is the greater of:
  - I. The payment standard (as determined in accordance with b (1) and b (2) of this section at the most recent regular reexamination of family income and composition since the commencement of homeownership assistance for occupancy of the home.
  - II. The Authority must use the same payment standard schedule, payment standard amounts, and subsidy standards pursuant to Section 982.402 and 982.503 for the homeownership option as for the rental voucher program.

**C. Determination of homeownership expenses**

- 1. Monthly mortgage (principal plus interest);
- 2. Monthly real estate taxes and public assessments on the home (annual amount divided by 12 months);
- 3. Monthly utilities (based on the Authority's Utility Allowance Worksheet). Monthly water & sewer. (Utilities shall not include telephone or cable expenses.)
- 4. Monthly homeowners insurance (annual premium divided by 12 months).
- 5. Cooperative or condominium fees that are not elective (for example a pool membership is not included).
- 6. Authority allowance for maintenance expenses;
- 7. Authority allowance for major repairs and replacements;
- 8. Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the Authority determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person, in accordance with part 8 of the Federal Register.

**D. Homeownership expenses for a cooperative member may only include amounts allowed by the Authority to cover:**

- 1. The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;

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2. Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;
  3. Home insurance;
  4. The Authority allowance for maintenance expenses;
  5. The Authority allowance for costs of major repairs and replacements;
  6. The Authority utility allowance for the home and
  7. Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the Authority determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the homeownership option is readily accessible to and usable by such person, in accordance with part 8 of the Code of Federal Regulations;
  8. Land lease payments (where a family does not own fee title to the real property on which the home is located).
- E. If the home is a cooperative or condominium unit, homeownership expenses may also include cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeowner association.**
- F. Payment to lender or family. The Authority must pay the homeownership assistance payments as follows:**
1. The Authority shall make monthly payments either directly to the assisted family or directly to the lender as determined on a case by case basis in order to comply with the underwriting requirements of family's mortgage.
  2. The Authority shall require the family to provide documentation from the mortgage company that the monthly mortgage amount is paid. Such requests shall be from time to time as determined necessary by the Executive Director, or his designee.
  3. Should the family not cooperate with the Authority's requests, the family may be subject to termination from the Section 8 Housing Choice Voucher Program.
  4. In cases where the monthly homeownership assistance is paid directly to the family, if the family is not making their mortgage payment in a timely manner, the Authority reserves the right to send homeownership assistance payments, for the respective family, directly to the mortgage company.
- G. Automatic termination of homeownership assistance. Homeownership assistance for a family terminates automatically after 180 calendar days after the last homeownership assistance payment on behalf of the family. The Authority shall use discretion, on a case by case basis, to grant relief from this requirement in those cases where automatic termination would cause an extreme hardship on the family.**

**8. HOMEOWNERSHIP OPTION: DOWN-PAYMENT ASSISTANCE GRANTS**

- A. General -** The Authority may provide a single downpayment assistance grant for a family with a disabled family member that has received tenant based or project based rental assistance in the Section 8 Housing Choice Voucher Program only in those cases where a down-payment assistance grant would result in a reasonable accommodation.
- B.** The down-payment assistance grant must be applied toward the downpayment required in connection with the purchase of the home and/or reasonable and customary closing costs in connection with the purchase of the home.
- C.** The Authority shall not permit the down-payment grant to be applied to closing costs.
- D.** Maximum down-payment grant. A down-payment assistance grant may not exceed twelve times the difference between the payment standard and the total tenant payment.
- E.** Payment of down-payment grant. The down-payment assistance grant shall be paid at the closing of the family's purchase of the home.
- F.** Administrative fee. For each down-payment assistance grant made by the Authority, HUD will pay the Authority a one-time administrative fee.
- G.** Return to tenant-based assistance. A family that has received a down-payment assistance grant may apply



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for and receive tenant-based rental assistance, in accordance with program requirements and the Authority's policies. However, the Authority may not commence tenant-based rental assistance for occupancy of the new unit so long as any member of the family owns any title or other interest in the home purchased with homeownership assistance. Further, eighteen months must have passed since the family's receipt of the down-payment assistance grant.

H. Implementation of down-payment assistance grants. The Authority may not offer down-payment assistance under this paragraph until HUD publishes a notice in the Federal Register.

**9. CONTINUED ASSISTANCE**

**A. In order to remain eligible for continued assistance, the family must do the following:**

1. Occupy the home as the family's sole residence;
2. Comply with mortgage terms;
3. Report changes in family composition to the Authority;
4. Comply with the family obligations of the HCV Program;
5. Supply information as required by the Authority concerning refinancing or payment of debt; sale or transfer of any interest in the home; or homeownership expenses;
6. Notify the Authority before moving out of the home and of any mortgage default;
7. Comply with any additional Authority requirements, such as ongoing counseling and HQS Inspections; and
8. Execute a written statement that the family agrees to comply with all family obligations for homeownership assistance.

**B. In order to remain eligible for continued assistance, the family must not do the following:**

1. Sublet or lease the home;
2. Acquire ownership interest in a second residence or any other residential property.

**10. MOVE WITH CONTINUED ASSISTANCE**

- A. The family may move with continued assistance provided (homeownership or rental) provided they are in good standing. The Authority will not commence continued assistance of a new unit if any family member owns title or any other interest in the prior home.
- B. The Authority shall only approve one move during any one-year period.
- C. For continuation of assistance in a new unit, the family must meet all initial eligibility requirements except for the first-time homeowner requirement. The Authority will determine on a case by case basis if additional counseling is required.

**11. PORTABILITY**

- A. The Authority shall follow the general rules governing portability. The receiving PHA must be administering a homeownership HCV Program and must be accepting new homeownership families.

**12. TIME LIMITS**

- A. If the initial mortgage is 20 years or more, the maximum term of homeownership assistance is 15 years. In all other cases, the term shall be 10 years.
- B. The time limits do not apply to families that qualified as elderly at the start of the homeownership assistance or to families that qualify as disabled at any time during the homeownership assistance.
- C. Should the family cease to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date the assistance commenced. In no case shall the assistance be less than 6 months from the date of initial purchase.
- D. Time limits shall be applied from the date of initial purchase, regardless of whether the family moves to a new unit.

**13. DENIAL OR TERMINATION**

- A. The common terms of denial or termination of the Section 8 HCV Program, which includes the homeownership option,

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are described in Section C. Issuing and Denying Assistance, of this document.

- B.** In the event of a mortgage default the Authority must terminate assistance and not allow the family to move with continued assistance, including rental assistance.

**FAMILY SELF SUFFICIENCY (FSS)**

The Authority maintains a FSS Program in accordance with Federal Laws and Regulations. The FSS Action Plan contains the details regarding administration of this Program.

**CHARGES TO THE ADMINISTRATIVE FEE RESERVE**

In no event shall amounts be charged to the Section 8 Net Restricted Assets account (also referred to as the Administrative Fee Equity Account) without formal approval from the Board of Commissioners through Board Resolution. In the event HUD will not provide funding for units under lease in excess of the Annual Contributions Contract, the Authority must identify funds to pay for such units and may only do so by formal approval from the Board of Commissioners through Board Resolution.

Should funds not be available to pay for over-leased units, the Authority may have to terminate rental assistance contracts. Such contracts will be selected by determining the clients who are relying on the Section 8 assistance the least. The action to determinate assistance for over-leased units may only be done by formal approval from the Board of Commissioners through Board Resolution.

**PROJECT BASED VOUCHERS**

Upon the designation of Section 8 Housing Choice Vouchers as project based, the Authority may enter into project-based HAP contracts with landlords of existing dwelling units. The Administrative Procedures as detailed throughout this document shall also govern Project-Based Vouchers, except where noted below.

**OWNER PROPOSAL AND SELECTION**

The Authority shall publish a notice to solicit proposals in a newspaper of general circulation for eligible units. The notice shall contain the maximum number of units the Authority desires to project base and will specify the submission deadline. Detailed application and selection information will be provided at the request of interested parties. The Authority shall make documentation available for public inspection regarding the basis for our selection of PBV proposal.

**TENANT SELECTION**

Applicants will be treated in accordance with Section II "Eligibility", of this document unless otherwise noted. The Authority will maintain a separate waiting list for each bedroom size of project-based units available. All admissions into the project-based Voucher Program shall be in accordance with the income targeting requirements. The Authority shall monitor the targeting requirements of the tenant-based and project-based Section 8 Housing Choice Voucher Programs jointly in accordance with the Section 8 Administrative Plan.

**UNIT INSPECTIONS & HOUSING QUALITY STANDARDS**

The Authority shall apply HQS standards to all inspections performed at units under a project-based HAP contract. All units shall be inspected at least annually and at the special request of the assisted tenant and/or landlord.

**VACANT UNITS**

The Authority may approve vacancy payments to a landlord for project-based units under contract for a maximum of 60 days. The Authority will only make such payments, upon the written request of the owner. The written request must contain sufficient documentation which proves the vacancy is not the fault of the owner, and that the owner has taken every

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reasonable step to minimize the extent and likelihood of vacancies.

**FAMILY CHOICE TO MOVE WITH CONTINUED ASSISTANCE**

The HAP Contract will provide that a family may move out of the project-based unit after 12 months. The Authority will offer the family available tenant-based rental assistance under the Section 8 Housing Choice Voucher Program if, after the first 12 months, the family moves in good standing. However, the Authority may not issue tenant-based vouchers targeted for special purposes unless the family meets the criteria.

**HAP CONTRACT TERMS & RENTS**

The Authority will enter into HAP Contracts with landlords for a term of up to 10 years, subject to the availability of appropriations and future availability of funding the Authority's Annual Contributions Contract with HUD. The Authority will only approve gross rents that do not exceed 110% of the Fair Market Rent as most recently determined by HUD and are reasonable in comparison with rents charged for comparable units in the private unassisted market.

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**POLICIES**

**POLICY: SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

**DATE:** June 30, 2010

**ADDENDUM: INCLUDE THE CODE OF CONDUCT IN REGARDS TO HCV'S AWARDED UNDER THIS NOFA**

**FUNDING:** 2010 GRANT APPLICATION, CFDA: 14.871, FUNDING OPPORTUNITY HCV RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES: No. FR-5332-N-02

**POLICY: SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN**

**DATE:** June 30, 2010

**ADDENDUM: SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN AFFIRMATIVELY  
FURTHERING FAIR HOUSING IN REGARD TO HCV'S AWARDED UNDER THIS NOFA**

**FUNDING:** 2010 GRANT APPLICATION, CFDA: 14.871, FUNDING OPPORTUNITY HCV RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES: No. FR-5332-N-02

**POLICY: EQUAL HOUSING OPPORTUNITY POLICY**

DRAFT

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
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ADMINISTRATIVE PLAN**

## POLICIES ATTACHMENTS

**POLICY:** SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN  
**DATE:** June 30, 2010  
**ADDENDUM:** AFFIRMATIVELY FURTHERING FAIR HOUSING IN REGARD TO HCV'S AWARDED UNDER THIS NOFA  
**FUNDING:** 2010 GRANT APPLICATION, CFDA: 14.871, FUNDING OPPORTUNITY HCV RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES No. FR-5332-N-02



According to the 2005-2009 Consolidated Plan for the County of Gloucester, the most important impediment to affordable housing is the lack of Federal and State resources for affordable housing initiatives. The Authority has in the past and will continue to pursue additional affordable housing units when the opportunities are available. In 1976 the Authority was awarded 140 units of Section 8 Existing Leasing Certificates. Presently the Authority administers nine various subsidized housing programs comprising over 2,500 units. The Authority most recently facilitated the development of a Section 202 building of 75 assisted housing units. The building is fully occupied and has been since September, 2005. Construction was completed in July 2005. The Authority is the management agent.

The Authority has clearly made efforts to overcome the lack of affordable housing as identified in the Gloucester County Consolidated Plan. The Authority will submit an application should additional Section 8 Housing Choice Vouchers become available through HUD. The Authority is currently pursuing other avenues of creating and/or managing affordable housing units within Gloucester County in an effort to overcome the lack of affordable housing as identified in the Gloucester County Consolidated Plan. The Authority has promoted fair housing choice since its inception. The composition of the Authority's participants represents the diversity of the County's low-income population.

Persons who have alleged discrimination in housing will have their case administered by the Intake Supervisor (if it is a new admission) or the Section 8 Supervisor (if it is a move) to personally assist the family in finding a suitable unit and to prevent any repeated discrimination against the family. The Intake Supervisor or Section 8 Supervisor, as appropriate, shall provide personal referrals to units with vacancies and call the apartment managers of said units to arrange for an appointment for the family to see the unit.

Additionally, assistance will be given to families who have claimed illegal discrimination in the exercise of their rights under Federal State, and/or local law and name of persons responsible for providing assistance. Either the Intake Supervisor or Section 8 Supervisor, as appropriate, shall:

1. Take a statement regarding the time, place, and participants in the alleged discrimination.
2. Aid complainant in filing a HUD-903.1.
3. Aid complainant in contacting and filing a complaint with the New Jersey Division on Civil Rights/Housing Section.

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4. As an advocate of complainant, meet with the apartment owner/manager and resolve alleged basis for discrimination.
5. Work in conjunction with investigators and others in an attempt to assure compliance with the law and have the family housed.
6. Refer the matter the Authority's Counsel for consideration on referring the matter to the prosecutor.

In an effort to promote fair housing rights and fair housing choice, the Authority has implemented an Equal Opportunity Housing Policy (EOHP). A copy the EOHP is included with this funding application, has previously been submitted to the Director of Public Housing (Newark field office) and has been distributed to staff. Select management staff members have attended fair housing training as conducted by the State of NJ. HAGC includes the brochure from HUD, "Are You a Victim of Housing Discrimination?" in the tenant briefing packet. Also included is information on where a discrimination complaint may be filed and the appropriate form. This information is reviewed during the briefing class. HAGC will make this material available in alternate formats, as needed, for individuals with disabilities.

In additions to the above, if awarded under the referenced funding opportunity, the Authority will take the following reasonable steps to affirmatively further fair housing.

1. Inform individuals on how to file fair housing complaints including the provision of the toll free number for the Housing Discrimination Hotline: 1-800-669-9777 and the Federal Information Relay Service at 1-800-887-8339;
2. Comply with 24 CFR Section 903.7 (o) by:
  - a. examining programs or proposed programs;
  - b. Identifying any impediments to fair housing choice within those programs;
  - c. Addressing those impediments in a reasonable fashion in view of the resources available;
  - d. Working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing require the Authority's involvement; and
  - e. Maintain records reflecting these analyses and actions.
3. The Authority will take the following proactive steps in addressing accessibility problems for persons with disabilities:
  - a. Where requested by an individual, assist program applicants and participants to gain access to supportive services available within the community, but not require eligible applicants or participants to accept supportive services as a condition of continued participation in the program;
  - b. Identify public and private funding sources to assist participants with disabilities in covering the costs of structural alterations and other accessibility features that are needed as accommodations for their disabilities;
  - c. Not deny persons who qualify for a HCV under this program other housing opportunities, or otherwise restrict access to Authority programs to eligible applicants who choose not to participate;
  - d. Provide housing search assistance;
  - e. In accordance with rent reasonableness requirements, approve higher rents to owners that provide accessible units with structural modifications for persons with disabilities;
  - f. Provide technical assistance, through referrals to local fair housing and equal opportunity offices to owners interested in making reasonable accommodations or units accessible to persons with disabilities.
  - g. When requested as a reasonable accommodation, the HAGC will grant an additional 30 days in search time for a family with disabilities. HAGC suspends time for all applicants when a Request for Tenancy Approval is submitted until it is approved or denied.
  - h. HAGC will grant, in accordance with regulations, an exception payment standard when needed by families with disabilities. Such requests will be made to HUD as appropriate. Families will be notified of the

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availability of the exception payment standard at the briefing class.

- i. HAGC will grant an additional bedroom size, in accordance with HUD regulations, for disabled families who require a live in aide or to accommodate space for medical equipment. Such request must be supported by a doctor's note to validate the need for the reasonable accommodation.
- j. HAGC provides participants listing of available units for the appropriate bedroom size which they are approved. HAGC will provide additional assistance to disabled families needing specific amenities to accommodate their disability, such as wheelchair accessibility.
- k. HAGC will perform a home visit to a family with disabilities who is unable to travel to our administrative office, as a reasonable accommodation.
- l. The HAGC will, on an as needed basis, provide alternate means of communication (such as large print or relay service) for a disabled family.
- m. HAGC will notify the Gloucester County Office of Disabled and other local social service agencies serving families with disabilities of the availability of these HCV's upon award from HUD.

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**POLICY:** SECTION 8 HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN

**DATE:** June 30, 2010

**ADDENDUM:** INCLUDE THE CODE OF CONDUCT IN REGARDS TO HCV'S AWARDED UNDER THIS NOFA

**FUNDING:** 2010 GRANT APPLICATION, CFDA: 14.871, FUNDING OPPORTUNITY  
HCV RENTAL ASSISTANCE FOR NON-ELDERLY PERSONS WITH DISABILITIES  
No. FR-5332-N-02

### **STATEMENT OF CODE OF CONDUCT POLICY**

This Code of Conduct shall govern the performance of the appointed officials, employees or agents of the Housing Authority of Gloucester County (HAGC) engaged in the award and administration of programs supported by Federal Funds.

The provisions and requirements of 24 CFR Section 84.42 and Section 85.36 (b) (3) are also incorporated in this Code of Conduct by this reference. The requirements of New Jersey State Statutes and Federal Regulation will be adhered to, and in the event of a conflict in the requirements of any of such state and federal requirements, the stricter of any conflicting provisions will be adhered to.

### **PURPOSE**

The purpose of this Code of Conduct is to ensure the efficient, fair, and professional administration of federal grant funds in compliance with 24 CFR; Part 85 (85.36(b).(3)) and other applicable federal and state standards, regulations, and laws.

### **APPLICATION**

This Code of Conduct applies to all officers, employees, or agents of Housing Authority of Gloucester County in the award or administration of contracts supported by federal grant funds.

### **REQUIREMENTS**

No officer, employee, or agent of Housing Authority of Gloucester County shall participate in the selection, award, or administration of a contract supported by federal grant funds, if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when:

- a. The employee, officer, or agent;
- b. Any member of his/her immediate family;
- c. His/her partner; or
- d. An organization which employs, or is about to employ any of the above; has a financial or other interest in the firm selected for award.

### **CONFLICTS OF INTEREST**

The Authority shall comply with all provisions of Section 19 of the HUD Annual Contributions Contract which severely restricts the interest of members, officers or employees of the Authority in any project of the Authority. Section 19 of the ACC must be consulted with respect to contracts for all Authority projects as it also applies to other public officials of the municipality. No employee, officer or agent of this Authority shall participate directly or indirectly in the selection or in the award or administration of any contract if such participation would create a conflict or the appearance of a conflict.

Such conflict would arise when a financial or other interest in a firm selected for award is held by:

1. any employee, officer or agent involved in making the award;
2. his/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
3. his/her partner; or
4. an organization which employs, is negotiating to employ, or has an arrangement concerning



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prospective employment of any of the above.

The Authority shall comply with the following provision and include it in all contracts and require that it be included in all subcontracts:

“No member, officer or employee of the Authority and no member of the governing body of the locality in which the Authority or its project is situated, and no other public official of such locality who exercises any functions or responsibilities with respect to the Project, during his tenure or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.”

**LOCAL GOVERNMENT ETHICS LAW**

The provisions of the Local Government Ethics Law as set forth in N.J.S.A 40A:9-22. 1 et seq.. are incorporated herein by reference to the extent that they apply to procurement of goods and services.

**GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION**

Authority officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

**PROHIBITION AGAINST CONTINGENT FEES**

Contractors shall not retain a person to solicit or secure a Authority contract for a commission, percentage, brokerage, or contingent fee, except for bona fide employees or bona fide established commercial selling agencies.

HAGC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

**ZERO TOLERANCE**

HAGC officers, employees, or agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or subcontractors.

Failure to adhere to this Zero Tolerance Policy regarding Gifts or Gratuities may be considered conduct unbecoming a public employee, and may result in disciplinary action.

**REMEDIES**

To the extent permitted by federal, state, or local laws or regulations, violation of these standards may cause penalties, sanctions, or other disciplinary actions to be taken against HAGC officers, employees, or agents, or the contractors, potential contractors, subcontractors, or their agents.

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HOUSING AUTHORITY  
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EQUAL HOUSING  
OPPORTUNITY POLICY

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**A. NONDISCRIMINATION**

It is the policy of the Authority to comply fully with the following laws and regulations regarding equal opportunities in assisted housing:

1. Title VI of the Civil Rights Act of 1964;
2. Title VIII and Section 3 of the Civil Rights Act of 1968 (as amended);
3. Executive Order 11063;
4. Section 504 of the Rehabilitation Act of 1973;
5. The Age Discrimination Act of 1975; and
6. Any legislation protecting the individual rights of residents, applicants or staff which may be subsequently enacted.

The Authority shall not discriminate because of race, color, sex, religion, familial status (in non-elderly designated housing), disability, handicap or national origin in the leasing, rental, or other disposition of housing or related facilities, including land, included in any development or developments under its jurisdiction. Furthermore, the Authority shall not take any of the following actions on account of race, color, sex, religion, familial status, disability, handicap, or national origin:

1. Deny to any family the opportunity to apply for housing, nor deny to any eligible applicant the opportunity to lease housing suitable to its needs.
2. Provide housing which is different than that provided to others.
3. Subject a person to segregation or disparate treatment.
4. Restrict a person's access to any benefit enjoyed by others in connection with any program administered by the Housing Authority.
5. Treat a person differently in determining eligibility or other requirements for admission.
6. Deny a person access to the same level of services.
7. Deny a person the opportunity to participate in a planning or advisory group which is an integral part of the public housing or tenant-based housing programs.

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The Authority shall not automatically deny admission to a particular group or category of otherwise eligible applicants (e.g., families with children born to unmarried parents or elderly pet owners). Each applicant in a particular group or category will be treated on an individual basis in the normal processing routine.

The Authority will seek to identify and eliminate situations or procedures that create a barrier to equal housing opportunity for all. In accordance with Section 504 of the Rehabilitation Act of 1973, the Authority will make such physical or procedural changes as will reasonably accommodate people with disabilities.

Authority records, with respect to applications for admission, shall indicate for each application the date of receipt; the determination of eligibility or non-eligibility; the aggregate preference rating, if any; and the date, location, identification, and circumstances of each vacancy offered and whether that vacancy was accepted or rejected. For more detailed information relating to admission procedures, please refer to the Section 8 Administrative Plan or the Public Housing Authority of Gloucester County Admissions and Continued Occupancy Policy, as applicable.

**B. OPERATING JURISDICTION OF THE AUTHORITY**

The operating jurisdiction of the Authority shall consist of the following municipalities.

	<u>Municipality</u>	<u>Census Tract #</u>
1.	Clayton Borough	5015
2.	Deptford Township	5011
3.	East Greenwich Township	5006
4.	Franklin Township	5017
5.	Greenwich Township	5005
6.	Glassboro	5014
7.	Elk Township	5019
8.	Harrison Township	5020
9.	Logan Township	5024
10.	Mantua Township	5007
11.	Monroe Township	5016.01, 5016.02
12.	National Park	5003
13.	Paulsboro	5004
14.	Swedesboro	5023
15.	Washington Township	5012
16.	West Deptford Township	5002
17.	Westville	5001
18.	Woodbury City	5010
19.	Woodbury Heights	5009
20.	Woolwich Township	5022

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**C. AFFIRMATIVE MARKETING/OUTREACH TO FAMILIES**

It has been the recent practice of the Authority to maintain an "Open Wait List". Pre-applications for assistance are accepted between 8:00 am and 5:00 pm on regular business days. The pre-applications may be received by mail or in person at the following locations.

- The Housing Authority of Gloucester County – Main Office  
100 Pop Moylan Blvd., Deptford, New Jersey 08096
- Carino Park Apartments  
100 Chestnut Street, Williamstown, New Jersey 08094
- Colonial Park Apartments  
401 South Evergreen Avenue, Woodbury, New Jersey 08096

As conditions may require, the Authority will post notices of housing availability in particular neighborhoods or developments to encourage fuller participation. The Authority may issue public announcements of availability to encourage applications for assistance. The Housing Authority will monitor the benefits received, as a result of marketing activities, and will increase or decrease the outreach activities accordingly. Some of the marketing efforts in which the Authority may engage, depending on the situation, include the following.

1. Distribute marketing materials, all of which contain the Equal Opportunity logo, to all persons who made an inquiry regarding housing assistance. Distribute same to town halls, social services offices, and other places of public interest.
2. Publish special notices containing the Equal Opportunity logo in a newspaper of general circulation, the Gloucester County Times, to announce the availability of funds/units.
3. Display posters containing the Equal Opportunity logo in all Authority offices and owned/managed properties.
4. Authority personnel shall maintain personal contact with various agencies such as Gloucester County Social Services, Gloucester County Human Services Advisory Council, VOA Homeless Shelter, Gloucester County Office on Aging. Please refer to a more complete list of these agencies located at Exhibit A.
5. Special outreach to minorities, persons with disabilities and very low-income families are accomplished through direct personal contact and direct mail to various agencies/community service providers that encourage such groups to register for housing assistance. Please refer to a list of these agencies/groups located at Exhibit A.
6. Special outreach to groups that are the least likely to apply (such as Blacks, Hispanics, Asian/Pacific Islanders, and the elderly without transportation or in poor health) include direct personal contact and direct mail to community service providers to encourage members of the identified groups that participate with the service providers in other activities to register for housing assistance with the Authority. If persons are unable to travel to the Authority

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due to age, health, or a disability, an Authority employee will visit with the party in their home to facilitate admission.

7. It has been the past experience of the Authority and is anticipated in the future that a sufficient number of residents within the Operating Jurisdiction of the Authority will register for assistance. Accordingly, no special outreach for these persons expected to reside will be undertaken. The Supervisor of the Intake Department shall review/monitor the wait list semi-monthly. Should the circumstances change, she will perform special outreach services for these persons.

**D. OUTREACH TO OWNERS AND PROMOTING GREATER OPPORTUNITIES FOR FAMILIES OUTSIDE AREAS OF LOW-INCOME AND MINORITY CONCENTRATION**

Some actions to be taken which promote opportunities for families outside areas of low-income and minority concentration and market the program to owners include the following. Past experience of the Authority has proven that personal contact by Authority staff results in the most meaningful marketing effort.

1. Provide one on one orientation with owners of new complexes/properties or new owners of existing complexes/properties.
2. Address various landlord groups, including the Delaware Valley Apt. Owners Association, prospective real estate investors, and those who attend community meetings.
3. Provide prospective clients at the Tenant Briefing Class a list of currently participating property owners.
4. At the time of issuance, and as part of continued counseling provided to assisted tenants, the Authority staff help clients to determine the type of area, location, and special location needs of the family, and advise clients of available units in such areas. Special needs may include schools, location of employments, childcare center, shopping, and public transportation.
5. The Authority shall provide information to prospective assisted tenants at the Tenant Briefing Class. Information shall also be included in the tenant-briefing packet that includes a copy of the Form HUD 903/903A and briefing on the various laws and regulations regarding equal housing opportunities as reference earlier in this policy. Additionally, Authority staff shall alert applicants as to some of the specific types of discrimination.
6. The Authority will review the Section 8 Payment Standards periodically to make certain the rents are affordable to extremely low income families outside areas of low income and minority concentrations.

**E. OPERATIONS**

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In order to further the objectives of nondiscrimination, the Housing Authority shall:

1. Include in the admissions briefings for all Housing Authority programs a section on compliance with Civil Rights laws. The briefing shall carefully explain to all participants what should be done if they believe they have been discriminated against.
2. Prominently display a Fair Housing Poster in every development office owned by the Housing Authority and in the Housing Authority's main office.
3. Use the Equal Housing Opportunity logo and/or statement in all advertising and in all marketing publications of the Housing Authority. The Housing Authority shall be particularly conscious of human models used in its publications so as to avoid signaling any sense of discrimination.
4. The Housing Authority shall maintain a TDD Machine or an acceptable alternative for the use of the hearing impaired.
5. If it should become necessary, as many publications as feasible shall be printed in both English and Spanish or any other language commonly spoken in the locality. At this time, English is the predominant language.
6. For more information regarding the operating policies of the Authority, specifically accepting and processing applications, preferences, the organization of the waiting lists, and assisting a family that claims illegal discrimination, please refer to the Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy, as applicable. These policies shall be incorporated into this Equal Housing Opportunity Policy by reference.
7. The Authority does not intend to subcontract with a fair housing organization.
8. The Authority will maintain all records, which include relevant newspaper advertisements, pre-applications, application files, client files, contacts made with various agencies/community service providers, and contacts made with various landlords and landlord groups, in accordance with the laws and regulations previously referenced in this policy.

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**2017**

**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 uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Amount</b>	<b>Planned Uses</b>
<b>1. Federal Grants</b>		
a) Public Housing Operating Fund	745,000.00	
b) Public Housing Capital Grant	366,000.00	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Housing Assistance Payments	14,450,000.00	
Administrative Fees	1,310,000.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self- Sufficiency Grants	82,000.00	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
a) FSS Coordinator Grant	43,400.00	
b) H/O Coordinator Grant	0.00	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
a) PH Prior Yr. Capital Grant	184,000.00	PH Capital Improvements
<b>3. Public Housing Dwelling Rental Income</b>		
	835,000.00	PH Maintenance and Management
<b>4. Other Income (list below)</b>		
a) PH Investment Income	1,000.00	PH Management
b) PH Entrepreneurial Activities	60,000.00	PH Management
c) S8 Investment Income	100.00	S8 Administration & HAP
d) S8 Administrative Services	10,000.00	S8 Administration & HAP
<b>5. Non-Federal Sources (list below)</b>		
<b>Total Resources</b>		
	<b>\$18,086,500.00</b>	

The above figures are Estimates ONLY of anticipated resources available. Funding may change based on regulatory changes to funding formulas, interest rates and other variables beyond our control.



**HOUSING AUTHORITY  
OF  
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**PUBLIC HOUSING PROGRAM  
ADMISSIONS AND CONTINUED  
OCCUPANCY  
POLICY**

**REVISED  
AUGUST, 2005  
SEPTEMBER 2016**

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
PUBLIC HOUSING PROGRAM  
ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

**1. OBJECTIVE**

The objective of the Public Housing Program is to house extremely low, very low, and low income families in decent, safe, and sanitary housing. The Housing Authority of Gloucester County owns and manages such housing. The Public Housing Program is intended to promote an environment for such lower income families, which is conducive to healthful living and is based on nondiscrimination on the basis of race, color, creed, national origin, age, sex, or disability.

This policy is intended to provide the general administration of the Program and specific guidance on items where the Authority has discretion in setting policy. If there is any conflict between this policy and laws or regulations, the laws and regulations will prevail.

Throughout this document, the Housing Authority of Gloucester County shall be referred to as the "Authority" and the United States Department of Housing and Urban Development shall be referred to as "HUD". Additionally, the term "Program" shall be intended to represent the Public Housing Program.

The Authority owns and manages three Public Housing Projects and has followed a philosophy which concentrates the elderly in a multifamily setting, while scattering families so that their subsidy is "invisible". Please also refer to Exhibit 1, which is a formal statement by the Authority concerning deconcentration.

A description of each project and their respective locations are as follows.

**Project 204-1** – This project consists of a total of 62 scattered site single family homes; of which 6 are two bedroom, 46 are three bedroom, and 10 are four bedroom units. These homes are widely scattered throughout Gloucester County. They are located in middle income neighborhoods where nearly all households have income from employment and there are no concentrations of poverty.

**Project 204-3** – This project, known as Carino Park Apartments, is a multifamily dwelling consisting of 100 one bedroom units for the elderly, near elderly, and a limited number of disabled families. One of the units is reserved for a resident superintendent.

**Project 204-4** – This project, known as Deptford Park Apartments, is a multifamily dwelling consisting of 100 one bedroom units for the elderly and a limited number of disabled families. One of the units is reserved for a resident superintendent.

## **2. FAIR HOUSING**

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

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

**To further its commitment to full compliance with applicable Civil Rights laws, the Authority will provide Federal/State/local information to applicants/tenants of the Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application and all applicable Fair Housing Information and Discrimination Complaint Forms, specifically HUD 903.1 (11/97), will be available at the Authority's main office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.**

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

## **3. POLICIES, RULES AND REGULATIONS**

**Policies and policy changes shall be submitted to the HUD Area Office for review and approval as necessary.**

**The Authority will post, in a conspicuous place and at a height easily read by all persons, including persons with mobility disabilities, the statement of items that are available upon request. Please refer to Exhibit 2. Additionally, the following are also posted in the same manner.**

- 1) Fair Housing Poster;**
- 2) Equal Opportunity in Employment Poster; and**
- 3) Any current Authority notices.**

## **4. RECEIPT AND INITIAL PROCESSING OF PRE-APPLICATIONS**

**The Authority will accept pre-applications for assistance on an ongoing basis between 8:00 am and 5:00 pm on regular business days. The pre-applications may be received by mail, the internet or in person at the following locations:**

**The Housing Authority of Gloucester County – Main Office  
100 Pop Moylan Blvd, Deptford, New Jersey 08096  
Carino Park Apts.**

100 Chestnut Street, Williamstown, New Jersey 08094  
Colonial Park Apts.  
401 S. Evergreen Avenue, Woodbury, New Jersey 08096

These pre-applications will contain sufficient information for the Authority to make preliminary determinations of eligibility and local preference status. The pre-applications will be date and time stamped upon receipt by the Authority. If the pre-application does not contain sufficient information to make a preliminary determination of eligibility, the applicant will be notified to submit the needed information. The date and time stamp utilized for placement on the waiting list is based on a properly completed pre-application.

The head of the applicant family on the pre-application will be assigned a sequential "client number" and placed on the appropriate waiting list(s). All applicants will have the opportunity to apply for any applicable program administered by the Authority.

Applicants will be mailed a confirmation of receipt of their pre-applications after their names are placed on the waiting list. This confirmation will include their "client number" and an estimate of when the applicant can expect to be offered housing.

If the information on the pre-application shows the applicant to be obviously ineligible, the confirmation letter will state the reasons for the determination of ineligibility and offer the applicant the opportunity for an informal hearing.

Persons with disabilities who require a reasonable accommodation in completing an application may contact the Authority to make special arrangements.

## **5. ORGANIZATION AND SELECTION FROM WAITING LIST**

All registrants will be placed on the waiting list based on the date and time of application. There will be one waiting list maintained for each bedroom size (1 bedroom through 4 bedrooms).

The waiting lists will be assembled in sequential order by date and time of registration, with annual income and any special needs (such as barrier free access) indicated.

A local preference will be given to applicants, whose head or spouse at the time of registration, are residents of, working, or hired to work in the operating jurisdiction of the Authority. Please note the following with respect to specifically how the local preference shall be administered.

1. An applicant who is a resident of or works in the operating jurisdiction of the Authority on the day their application is received by the Authority will be eligible for the local preference. If the applicant does not live or work in the operating jurisdiction of the Authority at the time of eligibility determination, they retain the local preference effective the date the application was received by the Authority. The Authority must be able to obtain objective, third party documentation of the residence of employment at the time of

application.

2. An applicant who lives and works outside the operating jurisdiction of the Authority is not eligible for the local preference.
3. An applicant, who lives and works outside the operating jurisdiction of the Authority on the day their application is received, will be entitled to the local preference if they notify the Authority in writing that they have moved into or obtained employment in the operating jurisdiction. The applicant must, at the time of eligibility determination, live or work within the operating jurisdiction of the Authority. The Authority must be able to obtain objective, third party documentation that the applicant has moved into or works within the operating jurisdiction of the Authority.
4. An applicant who lives and works outside the operating jurisdiction of the Authority at the time their application is received by the Authority and subsequently notifies the Authority that they have moved into or begun working within the operating jurisdiction of the Authority; but is not a resident of or working within the operating jurisdiction at the time of eligibility determination shall be denied a local preference.
5. An applicant who is homeless will receive a local preference if they can document to the satisfaction of the Authority that they lived or worked in the operating jurisdiction immediately prior to becoming homeless.

Applicants with physical disabilities will be given priority consideration for units with physical modifications suited for their disability. The operating jurisdiction of the Authority is comprised of the following:

- |                            |                            |
|----------------------------|----------------------------|
| 1. Clayton Borough         | 11. National Park          |
| 2. Deptford Township       | 12. Paulsboro              |
| 3. East Greenwich Township | 13. Swedesboro             |
| 4. Elk Township            | 14. Washington Township    |
| 5. Greenwich Township      | 15. West Deptford Township |
| 6. Harrison Township       | 16. Westville              |
| 7. Logan Township          | 17. Woodbury City          |
| 8. Mantua Township         | 18. Woodbury Heights       |
| 9. Monroe Township         | 19. Franklin Township      |
| 10. Glassboro              | 20. Woolwich Township      |

When neither the head of household nor his/her spouse resides in, or works in, or has been hired to work in, one of the above participating communities, a pre-application from that household will be considered a non-resident pre-application.

The AHO Department shall send interview letters to applicants on the waiting lists first considering the date and time of registration. Those applicants who live or work within one of the participating communities (as described above) shall be placed on the waiting list ahead of those applicants who do not meet the criteria to qualify for a local preference.

When selecting applications from the waiting lists, the second consideration shall be the targeting requirements as fully described in Section 6. Eligibility Criteria. The AHO Department shall regularly communicate with the Intake Department on the status of files on hand with the income level reported by Intake indicated and prospective vacancies (including the size, type and location of unit) to provide the Intake Department with sufficient information to determine what files are needed by AHO. The AHO Director, or his designee, will review the targeting statistics and information provided by AHO; and select applicants from the waiting lists within the appropriate income levels to provide the AHO Department with a sufficient number of files to meet the targeting requirements.

Should there not be a sufficient number of extremely-low income families on the waiting lists to attain the targeting requirements, the AHO Director shall notify the Executive Director, or his designee.

## 6. ELIGIBILITY CRITERIA

The Authority will admit as tenants, applicants who at the time of admission meet all of the following requirements:

### 1. Who qualify as a family by meeting one of the following definitions.

- 1) For the purposes of this document, a family may consist of any group of persons that are related by blood, marriage, operation of law, or have evidenced a stable family relationship over a period of time to the satisfaction of the Authority by sharing expenses, family responsibilities, and a residency; and whose incomes and resources are jointly available to meet the needs of the family.
- 2) An elderly or disabled family is family whose head, spouse, or sole member is at least sixty-two years of age or who is physically, mentally, or developmentally disabled in accordance with Section 223 of the Social Security Act or Section 102b(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970.

In order to qualify for two-bedroom assistance, the elderly or disabled family must meet the appropriate occupancy standards as more fully described in Section 15, "Occupancy Standards".

A near-elderly family is a family whose head, spouse, or sole member is a least fifty years of age but below the age of sixty-two years.

- 3) A full-time college student of a non-parental/guardian household may be considered a family if the student is of legal age or an emancipated minor under NJ State Law. The student must provide verification to the satisfaction of the Authority. Each college student within a household must provide a written and signed certification that the student does or does not anticipate receiving financial support from the student's parent(s) or guardian(s) and the amount of support. The Authority must verify via independent third party verification, preferably written, all amounts

anticipated to be received outside of the family during the 12-month period following admission and the effective date of the annual reexamination.

The college student must have established a household separate from his/her parents or legal guardians for at least one year prior to applying to the Public Housing Program. The Authority must obtain evidence of separate households by reviewing/verifying the address information that predates the student's application by a minimum of one year.

The college student must not be claimed as a dependent by his/her parent(s) or legal guardian(s) on their IRS tax return. The Authority must request a copy of the college student's Form 1040EZ, 1040A, or 1040 tax return, as applicable, for the prior year. The Authority may also, if practicable, review the college student's parents' or guardians' tax return. The college student must supply any information the Authority or HUD determines is necessary in the administration of the Public Housing Program.

The Authority must verify, through independent third party, all financial assistance from federal and state grants and/or loans, academic scholarships, and work-study program wages paid directly to the student or the education institution. Amounts shall be counted in the determination of annual income in accordance with HUD regulations and any requirements as specified in appropriations' acts. For the 2005 Appropriations Act, the Authority will deny Public Housing Assistance to persons receiving athletic scholarship assistance for housing costs exceeding \$5,000 annually.

2. Each applicant family must meet the required income limits and the Authority must also maintain the Public Housing Income Targeting Requirements, as described below.

Not less than 40% of the new families admitted into the Program must have incomes at or below 30% of the area median income (extremely-low income) for the appropriate family size, as determined by HUD. In order to achieve the income targeting requirement of not less than 40% of new admissions, families with incomes greater than 30% of the area median income will be temporarily skipped on the waiting list. Once the new admissions into the Public Housing Program have exceeded the 40% requirement, those families that had been temporarily skipped, with incomes greater than 30% of the area median income, but who still meet the other income criteria as described below, will be selected from the waiting list. The number of families selected from the group that had been temporarily skipped will vary in order to be in compliance with the requirement that at least 40% of the new families admitted must have incomes at or below 30% of the area median income.

For admission into the Public Housing Program, the Authority may establish and use criteria for selection of residents for units in developments that will produce a mix of incomes in the developments, subject to the above provisions.

- 1) Other income eligibility criteria for Project 204-1

Since the units of this project were available to lease prior to 1981, the anticipated annual income of not more than 25% of the new families admitted must not exceed

**80% of the area median income (low income) other than very low income families.**

**The number of families selected from the group that had been temporarily skipped (as described in paragraph 2 above) will vary in order to be in compliance with the requirements that at least 40% of the new admissions must have incomes at or below 30% of the area median income, no more than 25% are at or below 80%, and the remaining new admissions have incomes at or below 50% of the area median income (very low income).**

**2) Other income criteria for Projects 204-3 and 204-4**

**Since the units of these projects were available to lease after 1981, the Authority may permit no more than 15% of the new families admitted to have annual income at or below 80% of the area median income (low income) other than very low income families.**

**The number of families selected from the group that had been temporarily skipped (as described in paragraph 2 above) will vary in order to be in compliance with the requirements that at least 40% of the new admissions must have incomes at or below 30% of the area median income, no more than 15% are at or below 80%, and the remaining new admissions have incomes at or below 50% of the area median income (very low income).**

- 3. Each family member must be a citizen, national, or a non-citizen who has eligible immigration status under one of the categories set forth in Section 214 of the Housing and Community Development Act of 1980 (see 42 U.S.C. 1436a(a)).**
- 4. All family members 6 years of age and older must provide a Social Security number or certify that they do not have one.**
- 5. Each family member who is 18 years of age or older must sign one or more consent forms, which includes, but is not limited to, authorization for the Authority to obtain income information or verify information with employers.**
- 6. Each head and spouse of the family (regardless of age) and all other family members over 18 years of age must sign all applicable consent forms required by the Authority.**

**7. REMOVAL FROM WAITING LIST**

**Applicant families may be removed from the waiting list for the following reasons:**

- 1) If there is no response to the Interview Letter within 10 calendar days of the date of the letter.**
- 2) If the family misses 2 scheduled interview appointments.**
- 3) If an applicant has notified the Authority that they are no longer interested in the program.**
- 4) Failure to notify the Authority, in writing, of any address changes.**



- 5) The applicant does not meet either the eligibility or suitability criteria for the Program as described in Section 8, “Denial of Assistance” or Section 9, “Tenant Suitability Criteria” below.

The provisions of this policy are not intended to violate the rights of disabled persons. The Authority will provide reasonable accommodations, such as home visits, to applicants with disabilities.

All applicants will be notified by letter mailed to their most recent address on file, of the Authority’s intention to remove the applicant from the waiting list. The letter further explains the applicant family’s right to an informal review, which must be requested by the family, in writing, within 14 calendar days of the date of the letter.

## 8. DENIAL OF ASSISTANCE

The Authority is not required or obligated to assist applicant families who:

- 1) do not meet one or more of the eligibility criteria as described in Section 6, “Eligibility Criteria”;
- 2) do not supply information or documentation required by the application process;
- 3) have failed to respond to a written request for information or a request to declare their continued interest in the Program;
- 4) have a history of not meeting financial obligations, especially rent or utilities;
- 5) do not have the ability to maintain their housing in a decent and safe condition where such habits could adversely affect the health, safety, or welfare of other tenants;
- 6) have a history of any drug related or criminal activity by any household member that violates the Authority’s “One Strike and You’re Out Policy”;
- 7) have a history of disturbing or endangering neighbors or destroying property;
- 8) currently owes rent or other amounts to any housing authority in connection with their Public Housing or Section 8 Programs;
- 9) have committed fraud, bribery, or any other corruption in connection with any Federal housing assistance program, including the intentional misrepresentation of information related to their housing application or benefits derived there from;
- 10) have engaged in or threatened abusive or violent behavior towards Authority personnel or any resident;
- 11) have a household member who was evicted within the last three (3) years;
- 12) have a household member who has ever been evicted from Public Housing;
- 13) have a household member who has been terminated under the Section 8 Certificate/Voucher/Housing Choice Voucher Program; or
- 14) have not met the suitability criteria as described in Section 9, “Tenant Suitability Criteria”.

Applicant families must be denied assistance for life for either of the following reasons:

- 1) The Authority must permanently bar admission from the Public Housing Program if any family member convicted of the manufacturing or producing of methamphetamine

on the premises in violation of any Federal or State Law.

For the purposes of this provision of policy, the term “premises” is defined as the public housing building or complex in which the dwelling unit is located, including common areas and grounds.

- 2) The Authority must permanently bar admission from the Public Housing Program any family member with a lifetime registration under a State sex offender registration program.

## 9. TENANT SUITABILITY CRITERIA

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

The Authority shall utilize an agency to perform credit/criminal checks; prior landlords to check rental history; and a criminal check through the local police on prospective tenants, with the notification and written consent of the prospective tenants. Also, the Authority may perform a home visit to provide the applicant family the ability to demonstrate their ability to maintain their home in a decent, safe, and sanitary manner. This inspection considers cleanliness and care of rooms, appliances, and appurtenances.

If any negative items are noted by the Authority regarding a prospective tenant, the Authority reserves the right not to house the family. The Authority will consider objective and reasonable aspects of the family’s background, which may include the following:

- 1) Applicant's past performance in meeting financial obligations, especially rent.
- 2) History of recent serious criminal activity, including cases in which a member of the family, who is expected to reside in the household, was, or is engaged in prostitution, sale of narcotics, or serious criminal activity.
- 3) Pattern of violent behavior, including evidence of repeated acts of violence on the part of an individual, or of a pattern of conduct constituting a danger to peaceful occupation of neighbors.
- 4) Confirmed drug addiction, including evidence of confirmed drug addiction, such as record of more than one arrest for possession or use of heroin or other addictive narcotics, or reports from a probation officer, a social agency, or the family itself to the effect that the individual is addicted. In cases where the confirmed addict is

- undergoing follow-up treatment by a professional agency after discharge from a institution, the applicant shall not be considered ineligible for reason of a confirmed drug addiction.
- 5) Rape or sexual deviation, including individuals who have been involved as offenders in rape, indecent exposure, sodomy, carnal abuse and impairing the morals of a minor. Exception is permitted in the case of an individual under 16 years of age when he was involved in such offense and evidence from a reliable source shows that the individual may be considered rehabilitated.
  - 6) Grossly unsanitary or hazardous housekeeping, including the creation of fire hazard through acts such as the hoarding of rags and papers; severe damage to premises and equipment, if it is established that the family is responsible for the condition; seriously affecting neighbors by causing infestation, foul odors, depositing garbage in halls; or serious neglect of the premises. In cases where a qualified agency is working with the family to improve its housekeeping and the agency reports that the family shows potential for improvement, decision as to eligibility shall be reached after review by the Authority. This category does not include families whose housekeeping is found to be superficially unclean or to lack orderliness, where such conditions do not create a problem for neighbors.
  - 7) A record of serious disturbance to neighbors, which may include items such as patterns of behavior that endanger the life, safety or welfare of other persons by physical violence, gross negligence or irresponsibility. A record of destruction of property which may include items such as damage to the equipment or premises in which the applicant resides. A record of other disruptive or dangerous behavior such as seriously disturbing neighbors or disrupting sound family and community life that indicates the applicant's inability to adapt to living in a multi-family setting. A record of other items which the Authority may consider include neglect of children which endangers their health, safety or welfare, judicial determination of tenancy in previous housing on the grounds of nuisance or objectionable conduct, or alcohol abuse or frequent loud parties, which have resulted in serious disturbance to neighbors.
  - 8) Due to the various locations of the single family homes in the 204-1 Scattered Site Project, (scattered among four townships, which are Deptford Township, West Deptford Township, Monroe Township, and Washington Township), the Authority is not able to provide intensive daily maintenance of these units. Families who will occupy the single family homes in 204-1 must be capable of living up to their obligations under the lease; for example, the family must provide lawn maintenance, the family must have the capability of vacuuming carpets, the family should perform minor maintenance such as changing light bulbs, the family must obtain proper trash receptacles, etc. If during the screening process, the Authority has reasonable doubts concerning the family's capability to live up to its lease obligations, it may require the family to provide evidence of the capability.

In deciding whether to accept tenancy for the family, the Authority has discretion to consider

all of the circumstances in each case and the extent of participation of individual family members. The Authority may impose, as a condition of tenancy, a requirement that family members who participated in or were culpable for the action or failure to act will not reside in the unit.

The Authority shall also give consideration to the evidence of rehabilitation, the applicant family's participation in or willingness to participate in social service other appropriate counseling service programs.

#### **10. INFORMAL REVIEW PROCEDURES FOR APPLICANTS**

The informal review procedures for applicants are more fully described in the Authority's Grievance Procedures Policy.

#### **11. VERIFICATION OF INFORMATION**

The Authority will ask applicants/tenants, as applicable, to provide information demonstrating their ability to comply with the essential elements of the lease. Additionally, 3<sup>rd</sup> party verification is necessary to accurately determine income and consequently, rent.

All information from each applicant must be verified. Any information relative to the acceptance or rejection of an applicant must be documented and placed in the applicant's file. This may include reports of interviews, letters or telephone conversations with reliable sources. At a minimum, such information must include the date, source, name and title of the individual contacted and, a resume of the information received.

Sources of information may include, but are not limited to, the applicant (by means of interview or home visits), landlords, employers, family social workers, parole officers, court records, drug treatment centers, clinics, physicians or police departments where necessary.

Some methods of verification of information include:

- 1) **Income** - Income is the most important factor in determining a family's eligibility for housing and among the most likely to be subject to misrepresentation or error. Consequently, the Authority must establish adequate methods of verifying income (including applicable deductions and exemptions) such as:
  - a) third-party verification through an employer or public agency; or
  - b) review of documentation provided by the family such as benefit checks, income tax returns, etc.

The Authority's records shall include either copies of the verifying documents or a notation by the PHA employee responsible for their review.

- 2) **Assets** - Verification of savings and checking accounts from banks and savings & loan institutions, newspaper stock quotations, local government assessed property values,

tax returns, etc.

- 3) **Family Size and Composition** -The Authority will reply on the declarations of the applicant related to family size, composition, and the relationship among the family members.
- 4) **Age of Family Members** - Proof of age is necessary when it is the sole factor determining eligibility or minor exemption, otherwise the applicant's declarations may be accepted.
- 5) **Displacement Status** - This verification may be obtained from source of displacement project reported.
- 6) **Disability** - A physician's certificate verifying the disability shall be required when it is a factor in determining eligibility and rent. Verification in writing by a hospital, welfare agency, the Social Security Administration, vocational rehabilitation agencies, and similar sources may be acceptable.

## **12. ASSIGNMENT POLICIES**

1. It is the intention of this Assignment Policy to maximize the use of Public Housing Units and to reduce vacancy loss.
2. Once the applicants have been determined eligible by the AHO Department, the Intake Supervisor, or her designee, shall forward the files to the AHO Department. The AHO Department shall make offers to eligible applicants generally in the order the files were determined eligible by the AHO Department. The date and time of application function as a tiebreaker for all files received on the same date.

The AHO Department may temporarily skip over applicants determined eligible from the Intake Department for the following reasons:

- 1) To satisfy income targeting requirements, as specified in Section 6. below;
- 2) Not to exceed 15% or 25% of low-income admissions as specified in Section 6. below;
- 3) To fill a mobility impaired unit with an approved applicant needing the particular features of the unit;
- 4) To comply with the Authority's Designation Plan as specified in Exhibit 4; or
- 5) For an applicant who has not completed the screening process or whose file is not current.

The applicants that were temporarily skipped will be offered an available unit as soon as the particular requirement has been fulfilled.

The AHO Department is responsible for monitoring the Income Targeting and other

income requirements as specified in Section 6. below.

3. Prospective tenants will be assigned to dwelling units in accordance with the following assignment policy to assure equal opportunity and nondiscrimination on the grounds of race, color, sex, national origin and to avoid segregation.

- 1) If there is a suitable vacant unit in more than one location, the applicant shall be offered the unit at the location which contains the largest number of vacancies. If the applicant rejects the first vacancy offered he/she shall be offered a suitable unit at the location containing the next highest number of vacancies. If the applicant rejects two offers, he/she shall be placed at the bottom of the waiting.

The Authority shall make all such offers in sequence and there must be a rejection of a prior offer before the applicant may be offered the second location.

“Bottom of the waiting list” means that the applicant will be assigned a new date/time, that is the date/time on which the applicant rejected the second offer.

“Location” shall refer to one of the four municipalities in which the Public Housing units are located (i.e. Deptford Township, Monroe Township, Washington Township, and West Deptford Township are each considered a location).

- 2) If there is only one location at which a suitable a vacancy exists, the applicant shall be offered a unit at that location and if he/she rejects such offer, he/she shall be given a second offer of a suitable vacancy as soon as one becomes available. If he/she rejects the second offer he/she shall be moved to the bottom of the waiting list.
- 3) If the applicant is willing to accept the unit offered, but is unable to move at the time of the offer, and presents clear evidence of the inability to move to the Authority’s satisfaction, refusal of the offer shall not count as one of the number of allowable refusals permitted the applicant before placing his/her name at the bottom of the waiting list.
- 4) If an applicant presents to the satisfaction of the Authority clear evidence that the acceptance of a given offer of a suitable vacancy will result in undue hardship or handicap that is not related to considerations of race, color, or national origin; but is related to items such as inaccessibility to source of employment, children’s day care and the like, refusal of such an offer shall not be counted as one of the number of allowable refusals permitted an applicant before placing his/her name at the bottom of the waiting list.

4. Prospective tenants will also be assigned to dwelling units in accordance with Exhibit 4, “Plan for Designating Deptford Park Apartments (NJ 204-4) and Carino Park Apartments (NJ204-3) for Occupancy by Elderly and Near Elderly/Disabled Households Exclusively HUD Notice PIH 97-12, 3/09/03 and PIH 2002-12, Through 3/09/05.”

5. The above assignment provisions will be followed, however, applicants will be offered units within desired municipalities. Applicants will be requested to indicate any municipalities in which they prefer to live on their application form or in writing to the Authority. When units are available, the Affordable Housing Operations staff will first determine the municipality where the vacancy exists, they will then review their pool of eligible applicants for those applicants who expressed a desire to live in that community. Those who expressed such an interest will be offered the unit first, in the order of the date determined eligible by the Affordable Housing Department.

If there are no applicants who expressed a desire to live in the municipality where the vacancy exists or if none of the applicants who did express a desire to live in the municipality where the vacancy exists accepts the offer, then the Affordable Housing Operations staff will make such offers to the remaining pool of eligible applicants, in the order of date/time stamp on the application.

Refusal of the offer will only count as a rejection for those eligible applicants who expressed an interest to live in the specific municipality where the vacancy exists.

6. The Authority shall maintain a record of the vacancies offered, including location, date, and circumstances of each offer and each rejection or acceptance.

### 13. RENTS

#### 1. Family Choice of Rent

Upon admission and usually at the time of the annual reexamination (but in no case less than annually) the Authority shall provide tenants with a choice of options for rent, in accordance with the Quality Housing and Work Responsibilities Act. The choices are an income based rent or a flat rent.

Those tenants that select the income based rent shall pay the greatest of (1) 10% of monthly gross income, (2) 30% of monthly adjusted income, or (3) welfare rent (if applicable).

Those tenants that select the flat rent shall pay a fixed monthly rental amount (not based on the family's income) as determined by the Authority for the particular dwelling unit occupied by the family.

The Authority will provide residents with the amount of the flat rent for the unit and wherever possible, will calculate the income based rent, or at least provide an estimate, so that the family may make an informed decision.

The Authority will notify the families with policies on switching rent options because of a financial hardship.

## 2. Determination of Flat Rents

At least annually, the Authority will determine the flat rent amount for each Public Housing dwelling unit size and type. This will be accomplished through a comparability study that utilizes the Section 8 Rent Reasonableness Database to locate 3 comparable unassisted units for each Public Housing unit size and type in order to determine the reasonable market value of each unit size and type. The flat rent of a unit represents the gross amount of rent (it includes the utility allowance).

The Authority shall maintain records regarding the calculation of the reasonable market value for each Public Housing unit size and type. The data from the market survey is broken down as follows.

- 1) Unit Type (i.e. single family, multiple dwelling, or town house);
- 2) Bedroom Size;
- 3) Census Tract; and
- 4) Zip Code.

The information obtained for each unit includes items such as contract rent, tenant-supplied utilities, age of unit, and amenities. The gross rent is clearly indicated for each comparable unit.

Information for the market survey is obtained from newspaper and rental advertisements and new listings from landlords. The Authority also makes telephone calls and mails letters to owners participating in the Section 8 Certificate/Voucher program in order to obtain information such as tenant supplied utilities that was not included in advertisements.

## 3. Financial Hardship

The Authority will switch the family from a flat rent to an income based rent when the family experiences a financial hardship.

A financial hardship shall be considered if the family experiences, and the Authority is able to verify, any one of the following:

- 1) The income of the family has decreased because of the loss or reduction of employment (it is intended that such loss not be voluntary on the part of the family).
- 2) There is a death in the family which results in a loss of income or assistance.
- 3) There is an increase in the family's expenses for medical costs, childcare expenses, transportation, or education.
- 4) Other circumstances that may be determined by the Authority on a case by case basis.

Although the Authority will immediately switch the family's rent choice, such a change



shall be subject to verification procedures as determined necessary for the individual circumstances. Should it be determined by the Authority that a financial hardship did not exist, the family's rent will be retroactively switched back to the flat rent.

4. Minimum Rents

The minimum rent for all Public Housing units shall be \$0.

5. Treatment of Income Changes Resulting from Welfare Program Requirements

Residents whose welfare assistance is reduced specifically because of fraud, failure to participate in an economic self-sufficiency program, or comply with a work activities requirement, must not have their rent decreased based on the benefit reduction. This is applicable only if the welfare reduction is neither the result of the expiration of a lifetime time limit on receiving benefits nor a situation where the family has complied with the welfare program requirements but cannot obtain employment.

At the request of the tenant for a reduction in rent, the Authority must process an income reexamination. Only after obtaining written notification from the welfare agency that the family's benefits have been reduced because of noncompliance with an economic self-sufficiency program, a work activities requirement, or because of fraud, must the Authority deny the family's request for a rent reduction.

Affected tenants have the right to administrative review through the Authority's grievance procedure. See the Authority's "Grievance Procedures Policy" as contained in the "Agency Plan".

6. Public Housing Exemption of Earned Income for Families Who Start Work or Self-Sufficiency Programs

a. In accordance with the Quality Housing and Work Responsibilities Act, the Authority will not increase the annual income of an eligible family as a result of increased income due to employment during the 12-month period beginning on the date on which the employment is commenced. Eligible families are those that reside in a Public Housing dwelling unit:

- 1) Whose income has increased as result of employment of a family member who was previously unemployed for one or more years. For purposes of this provision, "previously unemployed" shall include a person who has earned, in the previous 12 months, no more than what would be received for 10 hours of work per week for 50 weeks at the established minimum wage;
- 2) Whose employment income increases during the participation of a family member in any family self-sufficiency or other job training; or
- 3) Who is or was, within the last 6 months, assisted under any state program for

temporary assistance for needy families (TANF) funded under Part A of Title VI of the Social Security Act, as determined by the Authority in consultation with the local TANF agency, and whose earned income increases.

- b. Upon the expiration of the 12 month period described above, and upon continued employment, the rent increase must be phased in, so that the rent payable by the family may not be more than 50% of the total rent increase for an additional 12 months.
- c. The Authority may not limit the number of times a family can benefit from the disallowance of earned income.
- d. As an alternative to the disallowance of earned income described above in paragraph a, of this section or the phase-in of rent increase described in paragraph b of this section, the Authority will provide for individual savings accounts for Public Housing families who pay an income-based rent, in accordance with the following:
  - 1) The Authority will inform the family of the savings account option when it becomes eligible for the earned income exclusion/phase-in;
  - 2) At the option of the family, the Authority will deposit in the savings account an amount equal to the total amount the otherwise would have been applied to the family's rent payment as a result of employment;
  - 3) At the approval of the Authority, amounts deposited in a saving account may be withdrawn of the purpose of:
    - a) Purchase of a home;
    - b) Paying education costs of family members;
    - c) Moving out of public or assisted housing; or
    - d) Paying any other expense authorized by the Authority for the purpose of promoting the economic self-sufficiency of residents of public housing (generally those items authorized by the Family Self Sufficiency Program).
  - 4) The Authority will maintain the account in an interest bearing investment and will credit the family with the interest income.
  - 5) The Authority will provide to the family with an annual report on the status of the account.
  - 6) Any balance in the account is the property of the family when they move out provided they are in compliance with their lease.

**7. Ceiling Rents**

The Authority has determined not to implement ceiling rents for Public Housing units.

**14. UTILITY ALLOWANCE SCHEDULES**

The Authority shall maintain utility allowance schedules by unit type and bedroom size for the tenant supplied utilities of each Public Housing dwelling unit, in accordance with Federal Laws and Regulations.

**15. OCCUPANCY STANDARDS**

The following Standards will determine the number of bedrooms required to accommodate a family of a given size:

<u>Number of Bedrooms</u>	<u>Minimum Persons</u>	<u>Maximum Persons</u>
0	1	1
1	1	2
2	2	4
3	3	6
4	4	8

Dwellings will be so assigned that, except possibly in the case of infants or very young children, it will not be necessary for persons of opposite sex, other than husband and wife, to occupy the same bedroom.

**16. TRANSFERS**

Transfers will be made without regard to race, color or national origin.

Transfers will be made in an emergency, to alleviate overcrowding and under-utilizing space, and to provide a unit with special accessibility features to an applicant/tenant who needs such features (this includes a non-disabled tenant transferring out of an accessible unit). A transfer list will be maintained which shall include the date in which the need for a transfer was evidenced by the Authority, number of persons in the unit and unit size. Due consideration shall be given to the extent and duration of overcrowding the family has experienced.

**17. COMMUNITY SERVICE REQUIREMENTS**

The Authority will maintain a policy to implement the community service requirements in accordance with Federal Laws and Regulations. Please refer to the “Community Service Plan” as contained in the “Agency Plan”.

**18. LEASING OF DWELLING UNITS**

1. A lease agreement shall be for a term of 12 months and is automatically renewable, except for noncompliance with the community service requirements.
2. The lease shall be signed by all adult members of the household and the Executive Director or his designee prior to the family's admission. A copy of the lease is to be given to the tenant and the original is to be retained in the Tenant's file.
3. If a tenant family transfers from one dwelling unit to another, a new lease shall be executed for the new dwelling to be occupied.
4. If, through any cause, a signer of the lease ceases to be a member of the tenant family, the lease is to be voided and a new lease agreement executed and signed by the remaining adult members of the family who can qualify as a lessee provided such persons meet the Program requirements and provided the family is otherwise eligible for continued occupancy.
5. During the tenure of a Lease Agreement, changes in rent will be made by proper, written notice to the tenant.

#### **19. REGULAR REEXAMINATIONS**

1. All tenants, except those who have chosen the flat rent option, must have an annual reexamination. At least once each year, or as requested by the Authority, tenant must furnish such accurate information to the Authority, regarding family composition, employment and family income as may be necessary to make determinations with respect to rent, eligibility, and the appropriateness of dwelling size. Such verification may include, but is not limited to, earning reports from employers, certified copies of State and Federal Income Tax Returns of any member of the household, W-2 Forms, etc.
2. Approximately 4 months prior to resident's effective reexamination date, the Authority will send a notice informing the resident of their effective date for reexamination and an appointment date/time which the resident must attend. This notice also reminds the resident to bring all necessary documentation for income verification and changes in the family composition to that appointment.
3. If the tenant does not provide proof of income or family composition, a notice will be sent to the tenant giving the tenant (10) calendar days to provide the requested information in accordance with the lease. The notice should also inform the tenant that failure to provide the requested information may result in termination of lease.

If the tenant fails to respond within (10) calendar days, eviction proceedings will begin.

4. The length of time from date of admission to date of first reexamination may not exceed (12) months according to current Federal regulations for those tenants who are paying an income based rent. Therefore, in order to fit a new tenant into the established schedule, the first regularly scheduled reexamination may be conducted in a period of less than 12 months.

5. Each tenant family is to be notified in writing of any changes required in rent or unit occupied and of any misrepresentations or lease violations revealed by the reexamination, and the corrective action to be taken.

For those tenants who choose the flat rent option, they will be required have their reexaminations performed no less than every 3 years, rather than every year.

6. All reexaminations will take the provisions of Section 13, “RENTS”, into consideration.
7. If a delay in processing was caused by the family, then any increase in rent will be back-charged to the effective on the date of the anniversary (the regular annual reexamination date). The tenant will still receive proper, written notice of the rent increase.

## 20. INTERIM REEXAMINATIONS

An interim reexamination will be performed for participant families when either of the following circumstances apply.

- 1) There is change in family composition.
- 2) The family’s anticipated annual income is believed to have decreased.

The Authority will perform the interim reexaminations within a reasonable time, approximately 30 calendar days, after the family’s request. The effective date of the rent change will be the 1<sup>st</sup> of the month succeeding the completed interim reexamination if the tenant rent decreases. If the tenant rent increases, it will be effective the 1<sup>st</sup> of the month after which the family has received 30 calendar days notice of such increase.

All participant families are required to report all changes of family composition and all changes in source of income to the Authority, in writing, within 14 calendar days after they occur, even if they would not result in an interim reexamination. Failure of families to report required changes in grounds for termination from the Program, and is a violation of the lease which would result in eviction.

The Authority will note in the participants’ files cases where it appears as if there are patterns of abuse with respect to income changes (i.e. quitting a job immediately prior to the a reexamination and starting a job immediately after the tenant rent has been determined) and take actions as determined necessary on a case by case basis.

Any information reported by the participant families that was not required to be reported, will not be processed until the family’s next annual reexamination.

All interim reexaminations are subject to the provisions of Section 13, “RENTS”. Verification procedures for interim reexaminations are the same as annual reexaminations, except that only the changes need to be verified. Only the paperwork related to the information that changes must be signed by the tenant and the Authority, as appropriate.

There may be certain cases when a participant family experiences a temporary decrease in income (such as those instances when a wage earner becomes temporarily disabled or temporarily unemployed). For such cases, the Authority will perform an interim reexamination based on the current circumstances, which may temporarily reduce the tenant's rent, even to \$0 in some cases. When the income of such participant family stabilizes, another interim reexamination will be performed to adjust the tenant's rent, which will most likely be an increase.

## **21. SPECIAL REEXAMINATION OF TENANTS**

1. If it is not possible at the time of admission or regular reexamination of a tenant family to determine annual family income with any reasonable degree of accuracy, a temporary determination of income and rent is to be made and a special reexamination scheduled within 30, 60 or 90 days, depending upon the family's circumstances. The tenant is to be notified in writing of the date of the special reexamination.
2. If annual family income can be reasonably estimated at the time scheduled, the reexamination is to be completed and actions taken as appropriate. If a reasonable anticipation of annual family income cannot be made, another special reexamination is to be scheduled.

## **22. ELIGIBILITY FOR CONTINUED OCCUPANCY**

1. In order for a family to be considered eligible for continued occupancy, they must continue to qualify as a family and meet the eligibility requirements, except for the income limits which apply only at admission, described earlier.
2. The Authority must immediately and permanently terminate assistance from the Public Housing Program any family member convicted of the manufacturing or producing of methamphetamine on the premises in violation of any Federal or State Law.

For the purposes of this policy, the term "premises" is defined as the Public Housing building or complex in which the dwelling unit is located, including common areas and grounds.

3. The Authority must permanently terminate assistance from the Public Housing Program any family member with a lifetime registration under a State sex offender registration program.

## **23. NON-RENTAL CHARGES**

The Authority shall establish non-rental charges and periodically update such charges as necessary. Such charges include excess utility charges, charges for damages, and fees for late payment of rent, legal fees, and court costs.

#### **24. RENT COLLECTION POLICY**

The Authority shall establish a Rent Collection Policy, see Exhibit 3.

#### **25. HOUSE RULES**

The Authority shall establish reasonable house rules, as contained in the “Memorandum of Understanding” which is an addendum to the lease.

#### **26. INSPECTIONS**

The Authority shall conduct Housing Quality Standards inspections in accordance with Federal, State, and local laws and regulations, which includes proper notice to the tenants. All original inspection forms will be contained in the tenant files. Some types of inspections that may be performed are as follows:

- 1) **Move-In Inspection** – An authorized representative of the Authority and an adult member of the family will inspect the unit prior to occupancy. Both parties shall sign the completed inspection form, which indicates the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.
- 2) **Annual Inspection** – A regular inspection shall be performed by an Authority representative no less than once every 12 months. Copies of the inspection are contained in the tenant file.
- 3) **Move-Out Inspection** – An authorized representative of the Authority shall conduct a move-out inspection once the tenant has returned the keys to the unit and, therefore, no longer has possession of the unit. When possible, the tenant is notified of the inspection and is invited to be present. This inspection becomes the basis for any claims against the security deposit.
- 4) **Other Inspections** – An authorized representative of the Authority shall conduct an inspection of a unit on an as-needed basis, in accordance with the lease provisions.

#### **27. EVICTIONS**

1. Notice of termination to the tenant shall state reasons for the eviction and shall inform the tenant of his right to make such reply as he may wish and of his right, under certain specific circumstances, to request a hearing in accordance with the Authority's Grievance Procedure.
2. A written record of every eviction shall be maintained by the Authority and shall contain the following information:
  - 1) Name of tenant and identification of unit occupied.
  - 2) Date of notice to vacate.

- 3) Specific reason(s) for notice to vacate. For example, if a tenant is being evicted because of undesirable actions, the record should detail the actions which resulted in the determination that eviction should be instituted.
- 4) Date and method of notifying tenants, with summary of any conferences with tenant, including names of conference participants.
- 5) Detailed summary of any grievance or appeal processed and resolved pursuant to the Authority's Grievance Procedure, where applicable.

3. No eviction action shall be instituted nor court costs or legal fees be assessed until after the notice period has expired or a Grievance Hearing has been completed, where such notice period or grievance hearings are applicable.

## 28. ABANDONMENT

The Authority will consider a unit to be abandoned in accordance with State law.

## 29. RETURN OF SECURITY DEPOSIT

After a family moves out, the Authority will return the security deposit, plus all accrued interest, within 30 days of the family vacating the unit or give the family a written statement of why all or part of the security deposit is being kept, in accordance with State law.

## 30. GRIEVANCE PROCEDURES

Grievance procedures shall be applicable to most individual disputes, with certain exceptions, which a tenant may have with respect to Authority action or failure to act in accordance with the tenant's lease or regulations. Please refer to the "Grievance Procedures Policy" as contained in the "Agency Plan".

## 31. PET POLICY

The Authority shall maintain a "Pet Policy" in accordance with Federal Laws and Regulations. Please refer to the Authority's "Pet Policy" as contained in the "Agency Plan".

## 32. DEFINITION OF TERMS

### 1. ADJUSTED ANNUAL INCOME

Adjusted Annual Income is annual gross income after deductions for specific allowances, on which the tenant rent is based.

### 2. ANNUAL INCOME

- a. Annual income is the anticipated total income from all sources received by the Family head and spouse (even if temporarily absent) and by each additional



member of the Family, including all net income derived from assets, for the 12 month period following the effective date of initial determination or reexamination of income, exclusive of income that is temporary, nonrecurring or sporadic as defined in paragraph (b) of this definition and exclusive of certain other types of income specified in paragraph (c) of this definition.

**b. Annual Income includes, but is not limited to:**

- 1) the full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses and other compensation for personal services;**
- 2) the net income from operation of a business or profession (for this purpose, expenditures for business expansion or amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from a business);**
- 3) interest, dividends, and other net income of any kind from real or personal property (for this purpose expenditures for amortization of capital indebtedness and an allowance for depreciation of capital assets shall not be deducted to determine the net income from real or personal property). Where the family has Net Family Assets in excess of \$5,000, Annual Income shall include the greater of the actual income derived from all Net Family Assets or a percentage of the value of such Assets based on the current passbook savings rate as determined by HUD;**
- 4) the full amount of periodic payments received from social security, annuities, insurance policies, retirement funds, pensions, disability or death benefits and other similar types of periodic receipts, including a lump-sum payment for the delayed start of a periodic payment;**
- 5) payments in lieu of earnings, such as unemployment and disability compensation, worker's compensation and severance pay (but see paragraph (c) (3) of this section);**
- 6) Welfare Assistance - if the Welfare Assistance payment includes an amount specifically designated for shelter and utilities that is subject to adjustment by the Welfare Assistance agency in accordance with the actual cost of shelter and utilities, the amount of Welfare Assistance income to be included as income shall consist of:
  - (i) The amount of the allowance or grant exclusive of the amount specifically designated for shelter or utilities, plus**
  - (ii) The maximum amount that the Welfare Assistance agency could in fact allow the Family for shelter and utilities. If the Family's Welfare****

Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated under this paragraph (b) (6) (ii) shall be the amount resulting from one application of the percentage;

- 7) periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from persons not residing in the dwelling.
  - 8) all regular pay, special pay and allowances of a member of the Armed Forces (whether or not living in the dwelling) who is the head of the Family, spouse, or other person whose dependents are residing in the unit (but see paragraph (c) (5) of this section);
  - 9) any earned income tax credit to the extent it exceeds income tax liability.
- c. Annual income does not include such temporary, non-recurring or sporadic income as the following:
- 1) casual, sporadic or irregular gifts;
  - 2) amounts that are specifically for or in reimbursement of the cost of Medical Expenses.
  - 3) lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains and settlement for personal or property losses (but see paragraph (b) (5) of this section);
  - 4) amounts of educational scholarship paid directly to the student or to the educational institution, and amounts paid by the Government to a veteran for use in meeting the costs of tuition, fees, books and equipment. Any amounts of such scholarships, or payments to veterans, not used for the above purposes that are available for subsistence are to be included in income; and
  - 5) the hazardous duty pay to a Family member in the Armed Forces away from home and exposed to hostile fire.
- d. Income does not include:
- 1) income from employment of children (including foster children) under the age of 18 years;
  - 2) payments received for the care of foster children;
  - 3) amounts specifically excluded by another Federal statute from consideration

as income for purposes of determining eligibility or benefits under a category of assistance program that includes assistance under the 1937 Act.

3. **APPLICANT (APPLICANT FAMILY)**

A person or a family that has applied for admission to a program but is not yet a participant in the program.

4. **CHILD CARE EXPENSES**

Amounts anticipated to be paid by the Family for the care of children under 13 years of age during the period for which Annual Income is computed, but only where such care is necessary to enable a Family member to be gainfully employed or to further his or her education. The amount deducted shall reflect reasonable charges for child care, and in the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of income received from such employment.

5. **DEPENDENT**

A member of the Family Household (excluding foster children and foster adults) other than the Family head or spouse, who is under 18 years of age or is a Disabled Person or is a Full-time student.

The terms displaced person, elderly person, near-elderly person and person with disabilities are defined at Paragraph 3 of section 3(b) of the 1937 Act (42 U.S.C. 1437a(b)(3)).

6. **DISABLED FAMILY**

A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

A person who is disabled is defined in Section 223 of the Social Security Act, or in Section 102(5) of the Development Disabilities Services & Facilities Construction Amendment of 1970. (42 U.S.C. 423 and 42 U.S.C. 2691 (1) respectively).

Section 223 of the Social Security Act defines disability as:

- a) Inability to engage in any substantial gainful activity by reason of any medically determinable physical or mental impairment which can be expected to last for a continuous period of not less than 12 months; or
- b) In the case of an individual who has reached age 55 and is blind (within the meaning of "Blindness" as defined in Section 416(i)(1) of the title. Inability, by reason such blindness, to engage in substantial gainful activity requiring skills or abilities equal to those of any gainful activity in which he/she has previously engaged with some

regularity and over a substantial period of time.

Section 102(5) of the Developmental Disabilities Services and Facilities Construction Amendments of 1970 defines disability as:

.....a disability attributable to mental retardation, cerebral palsy, epilepsy, or another neurological condition of an individual found by the Secretary of Health, Education and Welfare to be closely related to mental retardation or to require treatment similar to that required by mentally retarded individuals, which disability originates before such individual attains age eighteen (18), which has continued or can be expected to continue indefinitely, and which constitutes a substantial handicap to that individual.

7. **DISPLACED FAMILY**

A family in which each member, or whose sole member, is a person displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws.

8. **ELDERLY FAMILY**

A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with a live-in aide.

9. **EXTREMELY LOW INCOME FAMILY**

A family whose Annual Income does not exceed 30% of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 30% of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family income.

10. **FAMILY**

Family includes but is not limited to:

- (1) A family with or without children (the temporary absence, not to exceed 6 months) of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
- (2) An elderly family;
- (3) A near-elderly family;
- (4) A disabled family;
- (5) A displaced family; and
- (6) The remaining member of a tenant family.

11. **LIVE-IN AIDE**

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

- (1) Is determined to be essential to the care and well-being of the persons;
- (2) Is not obligated for the support of the persons; and
- (3) Would not be living in the unit except to provide the necessary supportive services.

12. **NEAR-ELDERLY FAMILY**

A near-elderly family means a family whose head, spouse, or sole member is a person who is at least 50 years of age, but below the age of 62; or two or more persons, who are at least 50 years of age, but below the age of 62; living together; or one or more persons who are at least 50 years of age, but below the age of 62 living with one or more live-in aides.

13. **FULL-TIME STUDENT**

A person who is carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended. An educational institution includes a vocational school, as well as an institution offering a college diploma.

14. **HEAD OF HOUSEHOLD**

The adult family member who is head of household for purposes of determining income eligibility and rent.

15. **LOWER INCOME FAMILY**

A family whose Annual Income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 80 percent of the median income for the area on the basis of its finding that such variations are necessary because of the prevailing levels of construction costs or unusually high or low family income.

16. **MEDICAL EXPENSES**

Those medical expenses of all family members of an elderly or disabled family, including medical insurance premiums, that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance.

17. **MONTHLY ADJUSTED INCOME**

One twelfth (1/12) of Adjusted Income.

18. **MONTHLY INCOME**

One twelfth (1/12) of Annual Income.

19. **NET FAMILY ASSETS**

Value of equity in real property, savings, stocks, bonds, and other forms of capital investment, excluding interests in Indian trust land and excluding equity accounts in HUD Homeownership programs. The value of necessary items of personal property such as furniture and automobiles shall be excluded. (In cases where a trust fund has been established and the trust is not revocable by, or under the control of, any member of the Family or household, the value of the trust fund will not be considered an asset so long as the fund continues to be held in trust. Any income distributed from the trust fund shall be counted when determining Annual Income.)

The determination of Net Family Assets shall include the value of any assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less consideration not measurable in dollar terms.

20. **NON IMMIGRANT STUDENTS-ALIENS**

An alien who has no intention of abandoning his/her foreign residence, who is admitted temporarily to the United States in order to pursue a course of study at an established institution designated by the alien and approved by the Attorney General. The status of the nonimmigrant student-alien also applies to the alien spouse and minor children of the alien student.

21. **PUBLIC HOUSING AGENCY (PHA)**

Any State, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) that is authorized to engage in or assist in the development or operation of housing for lower income families.

22. **SERVICEMAN**

A person currently in the active military or naval service of the United States.

**23. TENANT RENT**

The amount payable monthly by the Family as rent to the PHA. Where all utilities (except telephone) and other essential housing services are supplied by the PHA, Tenant Rent equals Total Tenant Payment. Where some or all utilities (except telephone) and other essential housing services are not supplied by the PHA and the cost thereof is not included in the amount paid as rent, Tenant Rent equals Total Tenant Payment less the Utility Allowances.

**24. TOTAL TENANT PAYMENT**

The monthly amount calculated in accordance with 913.107. Total Tenant Payment shall be the highest of the following, rounded to the nearest dollar:

- a. 30 percent of monthly Income; or
- b. 10 percent of Monthly Income; or
- c. If the Family received Welfare Assistance from a public agency and a part of such payments, adjusted in accordance with the Family's actual housing costs is specifically designated by such agency to meet the Family's housing costs, the monthly portion of such payments which is so designated. If the Family's Welfare Assistance is ratably reduced from the standard of need by applying a percentage, the amount calculated shall be the amount resulting from one application of the percentage.

**25. UTILITIES**

Water, electricity, gas other heating, refrigeration and cooking fuels, trash collection and sewerage services. Telephone and television service is not included as a utility.

**26. UTILITY ALLOWANCE**

If the cost of utilities (except telephone) and other essential housing services for an assisted unit is not included in the Tenant Rent, but is the responsibility of the Family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD, of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy conservative household of modest circumstances consistent with the requirements of safe, sanitary and healthful living.

**27. UTILITY REIMBURSEMENT**

The amount, if any, by which the Utility Allowance for the unit, if applicable, exceeds the Total Tenant Payment for the Family occupying the unit.

28. **VERY LOW-INCOME FAMILY**

A Lower Income Family whose Annual income does not exceed 50 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50 percent of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

29. **VETERAN**

A person who has served in the active military service of the United States (Army, Navy, Air Force, Marine Corps, Coast Guard, and the Commissioned Corps of the United States Public Health Service) and who has been discharged or released from such service under honorable circumstances.

30. **WELFARE ASSISTANCE**

Welfare or other payments to families or individuals, based on need, that are made under programs funded, separately or jointly, by Federal, State or local governments.

EXHIBIT 1

STATEMENT CONCERNING DECONCENTRATION OF POVERTY  
IN PUBLIC HOUSING UNITS OPERATED BY THE  
HOUSING AUTHORITY OF GLOUCESTER COUNTY

The Housing Authority of Gloucester County has, since its inception in 1972, followed a philosophy in the provision of subsidized housing which concentrates the elderly in multifamily settings so that services can be provided economically and deconcentrates families so that their housing is “invisible” to the community. This philosophy was formalized by the Board of Commissioners in February, 1999.

The Housing Authority of Gloucester County operates public housing funded in three increments: NJ204-1, 3 and 4. NJ204-1 consists of 62 scattered site single family two, three, and four bedroom homes. The homes were acquired in the early 1980s through the public housing acquisition without rehabilitation program. These homes are widely scattered throughout the County as shown on the attached map, which was reproduced using HUD’s 2020 software. The homes were constructed from the 1930s to the 1970s. No two units are identical. They are located in middle income neighborhoods where nearly all households have income from employment. The neighborhoods where the NJ204-1 units are located do not have concentration of poverty. Only two



of the houses are located in neighborhoods where minority families predominate.

NJ204-3, Carino Park Apartments, is located in downtown Williamstown. There are 100 one-bedroom units for the elderly and near elderly. The residents include some younger disabled households. It is next door to City Hall, the Policy Department, and the Fire Department. It is one block from the main commercial area of Williamstown. There is a mixture of rental housing and homeowners in the vicinity. There are minority families in the surrounding area, but they do not predominate.

NJ204-4, Deptford Park Apartments, is located in the center of Deptford Township. There are 100 one-bedroom units for the elderly. The residents include some younger disabled households. It is within one block of the Township Hall and Police Department. The Deptford Fire Department Administrative Office is next to the property. Commercial properties are located on the major thoroughfares close to Deptford Park. Much of the remaining property is occupied by single-family middle-income homeowners. The area is predominately non-minority.

The following are relevant statistics developed using HUD's 2020 software:

	204-1	Census Tract
Average Income:	\$18,326	\$39,387 (County)
% Minority:	31.1%	11.8% (County)
	204-3	
Average Income:	\$ 8,903	\$32,433
% Minority:	20.8%	13.2%
	204-4	
Average Income:	\$ 9,580	\$33,750
% Minority:	19.2%	9.8%

The public housing units designed for occupancy by families with children were selected to avoid placing public housing families in areas of low income and minority concentration. The neighborhoods surrounding the units acquired in the 1980s have remained middle income neighborhoods. It is the intent of the Housing Authority of Gloucester County to operate its Public Housing Program as it has been operated for the past 20 years. The Housing Authority will review the statistics regarding the census tracts in which the public housing units are located annually in connection with the development of the Annual Plan. If any changes in the surrounding neighborhoods are detected, the Housing Authority will consider a relevant change in policy at that time.

**EXHIBIT 2**

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
PUBLIC HOUSING PROGRAM  
ADMISSIONS AND CONTINUED OCCUPANCY POLICY**

The following information shall be made available for all persons to review, upon request. Interested parties may contact the Authority at 853-1190 to review such information which includes the following:

1. The Agency Plan;
2. The Public Housing Admissions and Continued Occupancy Plan;
3. A listing of developments and scattered sites by name, address, number of units, units designed with special accommodations, office locations and hours, telephone numbers, and resident facilities, as applicable;
4. Current income limits for admission into the Program;
5. Excess utility charges;
6. Utility allowance schedule;
7. Schedule of maintenance charges;
8. Dwelling lease and all addendums; and
9. The Authority's Grievance Procedures.

The Authority shall post this notice in a conspicuous place and at a height easily read by all persons, including persons with mobility disabilities at the following locations:

The Housing Authority of Gloucester County – Main Office – 856-853-1190  
100 Pop Moylan Blvd., Deptford, New Jersey 08096

Carino Park Apartments – 856-728-4156  
100 Chestnut Street, Williamstown, New Jersey 08094

Deptford Park Apartments - 856-848-2882  
120 Pop Moylan Blvd., Deptford, New Jersey 08096

**EXHIBIT 3**

**RENT COLLECTION POLICY**

1. All rent is due in advance on or before the first (1<sup>st</sup>) of each month.
2. Rent not paid by the first (1st) of the month shall be considered delinquent.
3. The tenant shall be given a fourteen (14) day notice. This notice shall require the tenant to pay the rent in full or give up possession of the unit within fourteen (14) days. This notice can be sent at any time of the month at the discretion of the Executive Director, or his designee. If, after fourteen (14) days, tenant has neither vacated nor paid his/her delinquent rent in full, the Housing Authority's attorney will be notified to file through the court for possession of the unit. No further notice will be sent to the tenant.
4. If rent is not paid in full by the thirteenth (13th) day of the month, a late fee of \$13 shall be assessed.
5. Once the attorney has filed for possession, the court action can be stopped only with the approval of the Executive Director.
6. No partial payments will be accepted unless the tenant has first met with the

Executive Director or his designee before the thirteenth (13th) day of the month and given an acceptable reason as to why rent cannot be paid on time or in full and agreed in writing to a reasonable method for the timely payment of the rent.

7. A tenant referred to court for a third (3<sup>rd</sup>) time within a twelve (12) month period under this policy is to be considered a “chronic delinquent” and the attorney is to be instructed to file for possession because of the chronic delinquency. If possession of the unit is granted by the court, the tenant will not be afforded the opportunity to pay the delinquent rent as a condition to stop the eviction. The Authority shall evict the tenant because of the chronic delinquency; and, if the delinquent rent is not paid, take other legal action to collect said delinquency.
8. The Authority shall accept rent payments in the form of cash, check, or money order. Should a tenant present a check to Authority that is returned for non-sufficient funds, the Authority will no longer accept payments in the form of a check from said tenant. If after three (3) years, the tenant has never paid their rent late, the Authority shall consider reinstating check-writing privileges to the said tenant upon the written request of the tenant. The tenant will be required to provide bank statements to the Authority for the past three (3) years as proof that the tenant does not have any history of presenting check(s) for payment without proper funds.

EXHIBIT 4

PLAN FOR DESIGNATING DEPTFORD PARK APARTMENTS (NJ 204-4)  
AND CARINO PARK APARTMENTS (NJ 204-3) FOR OCCUPANCY BY  
ELDERLY HOUSEHOLDS & NEAR-ELDERLY DISABLED HOUSEHOLDS EXCLUSIVELY  
HUD NOTICES PIH 97-12, 2002-12 AND 2005-2

2005 THROUGH 2007

**BACKGROUND:** Gloucester County is located within the Philadelphia Metropolitan Statistical Area. Although it is part of a highly urbanized MSA, many parts of the County remain rural and small-town in character. Residents feel strong ties to particular geographic communities within the County.

Gloucester County is approximately 328 square miles in area. Most of the population resides in communities in the Northern part of the County. There are approximately 17 miles between the Housing Authority administrative offices in Deptford, located in the Northern part of the County, and Carino Park Apartments in Williamstown, located in the Southern part of the County.

The original designation plan was in effect March 1997 through 2003. HUD approved a renewal of the plan through 2005. HAGC is requesting an extension of the previous plan through 2007.

**EXISTING HOUSING RESOURCES:** The Housing Authority of Gloucester County operates the

following subsidized or affordable housing programs:

1. Public Housing
  - A. Scattered sites NJ 204-1 - 62 units of 2, 3, and 4 bedroom single family units scattered throughout the County that are open to occupancy by all very low income households, including elderly and disabled.
  - B. Carino Park Apartments NJ 204-3 - 100 units of 1 bedroom apartments located in the Southern part of the County that are available for occupancy by elderly, near elderly and disabled households.
  - C. Deptford Park Apartments NJ 204-4 - 100 units of 1 bedroom apartments located in the Northern part of the County that are available for occupancy by elderly and disabled households.
2. Colonial Park Apartments, Section 8 New Construction Program - 200 units of 1 bedroom apartments located in the Northern part of the County that are available for occupancy by elderly households.
3. Expanded Housing Opportunity Program - 12 units of 3 and 4 bedroom single family units located primarily in the Northern part of the County available for occupancy by low income households, including the elderly and disabled, at affordable rents.
4. Section 8 Housing Choice Voucher Program - 1676 vouchers available to extremely-low and very-low income households, including the elderly and disabled. Participants are selected from the waiting list without regard to bedroom size required. Units scattered throughout the County.
5. Section 8 Moderate Rehabilitation Housing Program - 23 certificates of participation for a particular dwelling unit. The Landlord and Authority have entered into Housing Assistance Payments contracts for specific units in particular buildings. The Moderate Rehabilitation units are available to extremely-low and very-low income households, including the elderly and disabled. Most Landlord contracts with the Authority have expired (approximately 200) and tenants have been issued Housing Choice Vouchers. The Authority is providing Landlords with the opportunity to extend their expired contracts in accordance with Federal Regulations and HUD guidance. The remaining Moderate Rehabilitation units are located in the Northern part of the County.
6. Nancy J. Elkins Seniors Housing - 80 one bedroom units in the Northern part of the County available for occupancy at affordable rents by elderly households whose incomes do not exceed 60% of the median for the County.
7. Section 8 Housing Choice Voucher Program Designated for Housing Preferences - A total of 145 Vouchers for non-elderly disabled households for which funding was announced by HUD on September 24, 1997. 125 of these Vouchers were awarded as part of HUD NOFA FR-4207-01, Establishment of Preferences at Certain Section 8 Developments. 20 additional Vouchers have been designated for non-elderly disabled households through Fair Share Voucher allocations in 2000 and 2001. These 145 Vouchers are available to non-elderly disabled, extremely-low and very-low income households. Participants are selected from

the waiting list without regard to bedroom size. The Voucher units are scattered throughout the County.

**CONSOLIDATED PLAN:** The 2000 - 2005 Consolidated Plan adopted by Gloucester County states that 43% of the elderly, owner occupied households and 46% of the elderly, renter occupied households are cost burdened by paying greater than 30% of income for shelter. A total of 10,562 lower income households are elderly, comprising 67.4% of all elderly households. Thus, the elderly are clearly a segment of the County's population needing targeted housing assistance.

The developmentally disabled, physically disabled and persons with AIDS in need of supportive housing, according to the County's Consolidated Plan, are approximately 4,700. The estimates were made using data from studies performed by the State and other advocacy groups.

**FAIR HOUSING:** The population of Gloucester County is approximately 90% non-minority and 10% minority. Approximately 16% of the very low-income households in Gloucester County are minority.

Deptford Park and Carino Park were first occupied in the mid-1980s. They have always been open to and occupied by all racial/ethnic groups residing in the County. Deptford Park residents are 26 % minority and Carino Park residents are 19% minority at the time this Plan was written. The Housing Authority waiting lists for all programs for 1-bedroom units contains 55.4% non-minority and 44.6% minority applicants.

It appears that continuing the designation of Deptford Park and Carino Park for elderly and disabled near-elderly exclusively will not change the racial demographics of the buildings.

**ACCESSIBLE HOUSING RESOURCES:** The Housing Authority committed to HUD in its application for Vouchers designated for the non-elderly disabled to provide assistance to disabled applicants in locating units accessible to them. The Gloucester County Offices of the Disabled and Community Development committed to aiding in this effort by locating funding for landlords willing to modify their units to make them accessible. The Housing Authority has employed a staff person who is designated to provide this assistance to the non-elderly disabled and to the landlords.

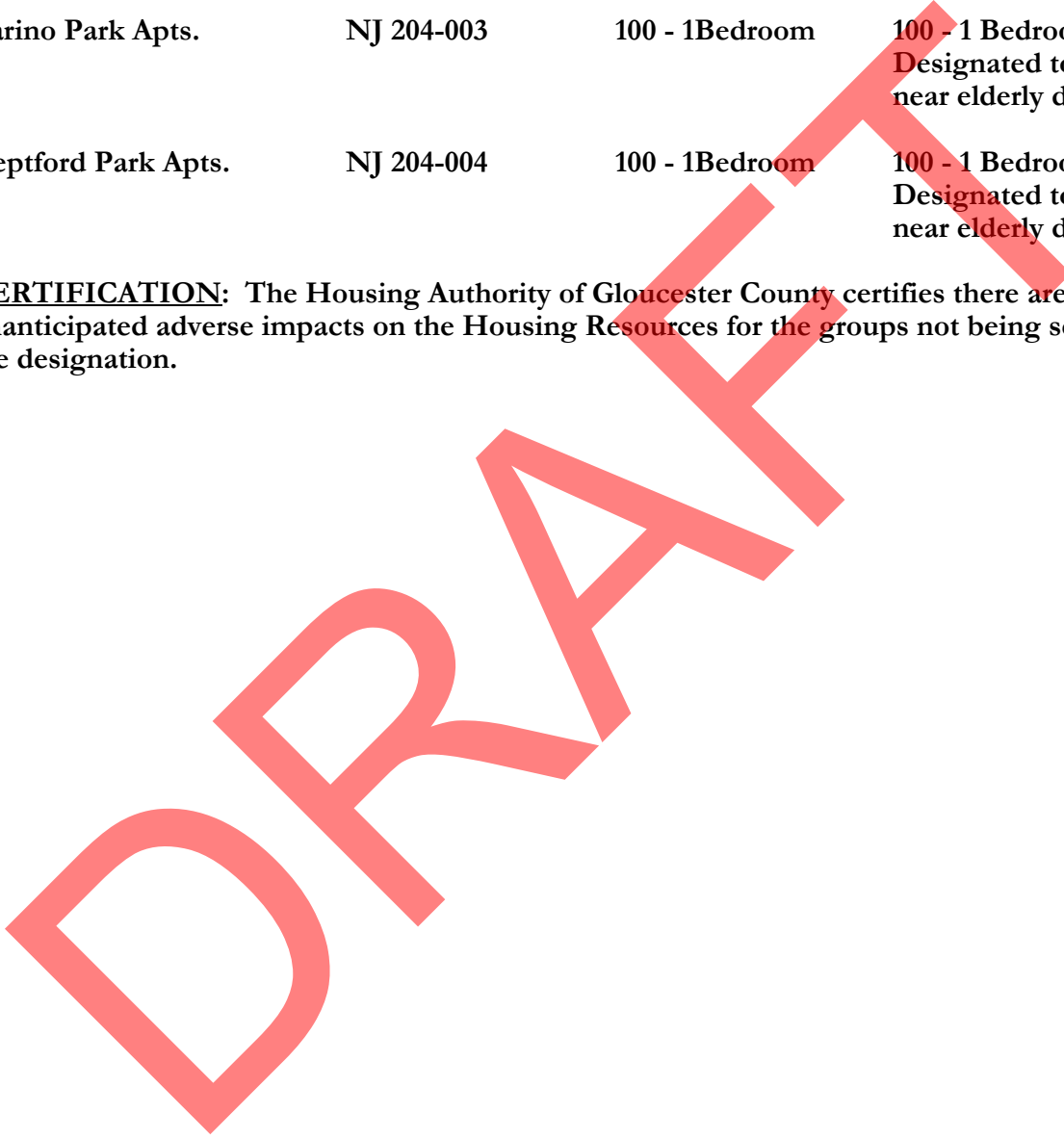
**DESIGNATION POLICY:** The Board of Commissioners of the Housing Authority of Gloucester County amended the Admissions and Continued Occupancy Policy for its Public Housing Program to incorporate this Plan in 2003. Admission to 100% of the units at Deptford Park Apartments, NJ 204-4, is restricted to elderly and near-elderly disabled households. Admission to 100% of the units at Carino Park Apartments, NJ 204-3, is restricted to elderly and near-elderly disabled households. An elderly household is one whose head or spouse is 62 years of age or older. A near-elderly disabled household is one whose head or spouse is between the ages of 50 and 62 years and the head or spouse is disabled.

Any current resident of Deptford Park or Carino Park who does not meet the age-based and/or disability admission criteria may continue to reside in their unit as long as they meet their obligations under the lease and any other criteria imposed by the Admissions and Continued Occupancy Policy. Those non-elderly disabled tenants residing in Deptford Park and Carino Park who wish to apply for the 145 Vouchers set aside for the non-elderly disabled may do so. Their application will be treated as any other. They will be housed in the order established in the Section 8 Administrative Plan and will receive no preference for these Vouchers as a result of their

residency in Deptford Park or Carino Park. Please refer to the chart below summarizing the designation.

Development Name	Development Number	Total # Units in Project	Total # Units Designated
Carino Park Apts.	NJ 204-003	100 - 1Bedroom	100 - 1 Bedroom Designated to elderly and near elderly disabled
Deptford Park Apts.	NJ 204-004	100 - 1Bedroom	100 - 1 Bedroom Designated to elderly and near elderly disabled

**CERTIFICATION:** The Housing Authority of Gloucester County certifies there are no unanticipated adverse impacts on the Housing Resources for the groups not being served due to the designation.



**HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**MAINTENANCE POLICY**

**JULY 1999**



# HOUSING AUTHORITY OF GLOUCESTER COUNTY MAINTENANCE POLICY

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# HOUSING AUTHORITY OF GLOUCESTER COUNTY

## MAINTENANCE POLICY

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### A. INTRODUCTION

The Affordable Housing Operations Department of the Housing Authority of Gloucester County, hereinafter referred to as the “Authority”, is responsible for managing the maintenance function in the most cost effective manner possible while maximizing the useful life of Authority properties and providing the best service to Authority residents. The following policy statements are designed to establish the structure of an effective and efficient maintenance system

### B. COMPONENTS OF A MAINTENANCE SYSTEM

The Authority maintenance system shall include certain components:

1. A system of priorities for work requests;
2. Comprehensive working procedures;
3. Performance goals;
4. A work order system;
5. A skills training program; and
6. A long-range planning system.

By developing a maintenance system that has these components in place, the Authority will have the tools it needs to control the performance of maintenance work at the Authority.

### C. PRIORITY SYSTEM

The work priorities adopted by the Authority exemplify its philosophy of delivering maintenance services. This priority system ensures that the most important maintenance work is done at a time it can be performed most cost-effectively. Minimizing vacancy loss is part of the cost-effectiveness calculation. The maintenance priorities of the Authority are the following:

1. Emergencies – must be corrected or abated within 24 hours

2. Urgent Matters – must be corrected or abated within 48 hours
3. Scheduled Operations and Services
4. Vacancy Preparation
5. Routine Requests

Placing planned maintenance and vacancy preparation work ahead of routine requests does not indicate that routine requests are unimportant. It emphasizes the importance of maintaining control of the maintenance work by performing scheduled routine and preventive work first. By doing so, the Authority will decrease requested work and maintain the property in a manner that will keep and attract good tenants.

#### **D. COMPREHENSIVE WORKING PROCEDURES**

The Affordable Housing Operations (AHO) Director will ensure that there are sufficient, clear procedures in place to allow staff to implement this maintenance policy statement. All procedures will include the following:

1. A statement of purpose for each procedure;
2. The job title(s) of the staff member(s) responsible for carrying out the activities in the procedure;
3. Any forms and supplies needed to carry out the activities; and
4. The frequency of any specified activities.

After their adoption, maintenance procedures will be reviewed and updated as needed on an ongoing basis.

#### **E. PERFORMANCE STANDARDS AND GOALS**

The AHO Director will establish measures that will allow the effectiveness of maintenance systems and activities to be evaluated. In establishing these standards the Housing Authority will take into consideration certain factors:

1. Local housing codes;
2. HUD Housing Quality Standards;
3. Public Housing Assessment System (PHAS) standards;

4. The Authority's Collective bargaining agreement; and
5. The Authority's job descriptions.

Nothing in the documents listed above will prevent the Housing Authority from setting a standard that is higher than that contained in the documents.

These standards and goals will be used to evaluate current operations and performance and to develop strategies to improve performance and meet the standards that have been set.

## **F. WORK ORDER SYSTEM**

The Authority shall have a comprehensive work order system that includes all work request information: source of work, description of work, priority, days to complete, and hours to perform. This information is required for the Authority to plan for the delivery of maintenance services as well as evaluate performance. To obtain the greatest effectiveness from the work order system, all work requests and activities performed by maintenance staff must be recorded on work orders.

Work orders will contain, at a minimum, the following information:

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| 1. Pre-assigned number           | 8. Description of work performed     |
| 2. Source of request             | 9. Actual time to complete           |
| 3. Priority assigned             | 10. Materials used to complete work  |
| 4. Location of work              | 11. Staff who performed the work     |
| 5. Date and time received        | 12. Resident charge, if applicable   |
| 6. Date and time completed       | 13. Resident signature, as required. |
| 7. Description of work requested |                                      |

The work orders shall be controlled and monitored through a manual work order log system. A separate manual work order shall log shall be maintained for each project. The work order log indicates the pre-assigned work order number, date of the request, priority code, location, brief description, and the date the work order is completed.

Also, all work orders shall be manually completed and entered electronically into the Authority's main database. Copies of the completed manual work order and a hard copy of the electronic work order are to be filed in the respective unit maintenance file for future reference. The AHO Department prepares an invoice for any charges to the tenants, which must be approved by the Executive Director, and is copied to the Accounts Receivable Clerk of the Finance Department to collect payment.

## G. TRAINING

In order to allow its staff members to perform to the best of their abilities, the Authority recognizes the importance of providing the staff with opportunities to refine technical skills, increase and expand craft skills, and learn new procedures.

The Authority shall encourage staff to obtain training through local vocational institutions. The Authority will pay for staff to obtain such training in accordance with the Personnel Policy and the current Union Contract.

The AHO Director is responsible for developing a training curriculum for the departmental staff and working with the Human Resources Department to identify the means of delivering the training.

## H. MAINTAINING THE PROPERTY

All maintenance work performed at Authority properties can be categorized by the source of the work. Each piece of work originates from a particular source -- an emergency, the routine maintenance schedule, the preventive maintenance schedule, a unit inspection, a unit turnover, or a resident request.

## I. RESPONDING TO EMERGENCIES

Emergencies are the highest priority source of work. The Authority will consider a work item to be an emergency if the following occur:

1. The situation constitutes a serious threat to the life, safety or health of residents or staff; or
2. The situation will cause serious damage to the property structure or systems if not repaired within twenty-four (24) hours.

If a staff member is unsure whether or not a situation is an emergency, he or she will consult with his or her immediate supervisor. If the immediate supervisor is not available, the employee will use his or her best judgement to make the decision.

For emergencies that occur after regular working hours, the Authority shall have a twenty-four (24) emergency response system in place. This response system includes the designation of a maintenance employee in charge for each day as well as a list of qualified pre-approved contractors, and access to required supplies or equipment. The designated employee shall prepare a work order and report on any emergency within twenty-four hours after abatement of the emergency.

## J. PREPARE VACANT UNITS FOR REOCCUPANCY

It is the policy of the Authority to reoccupy vacant units as soon as possible. This policy allows the Authority to maximize the income produced by its properties and operate attractive and safe properties.

The AHO Director is responsible for developing and implementing a system that ensures an **average** make ready time of seven (7) calendar days. In order to do so, he or she must have a system that can perform the following tasks:

1. Forecast unit preparation needs based on prior years' experience;
2. Estimate both the number of units to be prepared and the number of hours it will take to prepare them; and
3. Control work assignments to ensure prompt completion.

The maintenance procedure for reoccupying vacant units relies on the prompt possession by management of the vacancy, fast and accurate inspection of the unit, ready availability of workers and materials, and good communication with those responsible for leasing the unit.

The AHO Director has the ability to create special teams for vacancy turnaround or to hire contractors when that is required to maintain Authority goals.

## K. PREVENTATIVE MAINTENANCE PROGRAM

Preventative maintenance is part of the planned or scheduled maintenance program of the Authority. The purpose of the scheduled preventative maintenance program is to allow the Authority to anticipate maintenance requirements and make sure the Authority can address them in the most cost-effective manner. The preventative maintenance program focuses on the major systems that keep the properties operating and the residents safe. These systems include, but are not limited to, heating and air conditioning, electrical, life safety, and plumbing.

The Property Manager is responsible for maintaining and implementing a preventative maintenance program. Please refer to Exhibit 1, Preventative Maintenance Checks and Services.

## L. INSPECTION PROGRAM

The Authority's goals of efficiency and cost-effectiveness are achieved through a carefully designed and rigorously implemented inspection program. This program calls for the inspection of all areas of the Authority's facilities -- the dwelling units, the grounds and building exteriors, and major service systems.

**Dwelling unit inspections** shall be conducted in accordance with the resident leases in addition to Federal, State, and local laws and regulations. Units are inspected for compliance with Housing Quality Standards and local ordinances at least annually. Unit inspections are performed by utilizing Form HUD-52580, Inspection Checklist, which is contained in this policy as Exhibit 3.

Some types of dwelling unit inspections are as follows:

1. **Move-In Inspection** – An authorized representative of the Authority and an adult member of the family will inspect the unit prior to occupancy. Both parties shall sign the completed inspection form, which indicates the condition of the unit. A copy of the signed inspection will be given to the family and the original will be placed in the tenant file.
2. **Annual Inspection** – A regular inspection shall be performed by an Authority representative no less than once every 12 months. Copies of the inspection are contained in the tenant file.
3. **Move-Out Inspection** – An authorized representative of the Authority shall conduct a move-out inspection once the tenant has returned the keys to the unit and, therefore, no longer has possession of the unit. When possible, the tenant is notified of the inspection and is invited to be present. This inspection becomes the basis for any claims against the security deposit.
4. **Other Inspections** – An authorized representative of the Authority shall conduct an inspection of a unit on an as-needed basis, in accordance with the lease provisions.

Regular inspections of the **common areas, property grounds, and building exteriors** are required to maintain the curb appeal of the property. This curb appeal is required to maintain the attractiveness of the property for both current and prospective residents. The inspection procedure will specify the desired condition of the areas to be inspected. This defined condition will include any HUD or locally required standards. The existence of these standards shall not prevent the Housing Authority from setting a higher standard that will make the property more competitive in the local market.

Nothing in this policy shall prevent any Authority staff member from reporting any needed work that they see in the regular course of their daily activities. Such work items shall be reported to the Building Superintendent or Maintenance Repairer Supervisor, as appropriate.

The regular inspection of all **major systems** is fundamental to a sound maintenance program. The major systems inspection program overlaps with the preventative maintenance program in some areas. To the extent that inspections and those items required for scheduled service intervals are needed, they will be a part of the preventative maintenance schedule.

The Property Manager is ultimately responsible to see that all inspections are performed. Please also refer to Exhibit 1, Preventative Maintenance Checks and Services, which includes a comprehensive listing of items inspected and the frequency of such.

The Building Superintendents prepare and submit to the Property Manager a monthly report that documents the performance of all inspections of the common areas, building, grounds, and major systems of the high-rise apartment buildings owned/managed by the Authority. Please refer to Exhibit 2, Project Monthly Report.

## **M. SCHEDULED ROUTINE MAINTENANCE**

The Authority includes in this work category all tasks that can be anticipated and put on a regular timetable for completion. Most of these routine tasks are those that contribute to the curb appeal and marketability of the property. Scheduled routine maintenance includes items such as pest control, elevator service, service of the emergency generator, drain jetting, grounds upkeep, upkeep of the building's exterior and interior, interior painting, and lawn maintenance.

The Property Manager is responsible for developing and overseeing the implementation of a routine maintenance schedule. The components of this function are included in Exhibit 1, Preventative Maintenance Checks and Services.

The Authority will make all efforts to provide a healthy and pest-free environment for its residents. The Authority will determine which, if any, pests infest its properties and will then provide the best possible treatment for the eradication of those pests. The Property Manager will determine the most cost-effective way of delivering the treatments.

## **N. ROUTINE REQUESTS**

This category of work refers to all resident generated work requests that fall into no other category. These are non-emergency calls made by residents seeking maintenance service. These requests for service cannot be planned in advance or responded to before the resident calls.

It is the policy of the Authority to complete these work requests within seven (7) days. However, unless the request is an emergency or entails work that compromises the habitability of the unit, these requests will not be given a priority above scheduled routine and preventive maintenance. By following this procedure, the Authority believes it can



achieve both good resident service and a maintenance system that completes the most important work first and in the most cost effective manner.

## O. LEAD-BASED PAINT

The Authority is committed to controlling lead-based paint hazards in all its dwellings, especially family dwellings constructed before 1978. If any hazards are discovered, the Authority will develop a plan to abate the hazard. The AHO Director shall have the responsibility of developing and implementing the plan to abate the hazard.

The Authority has performed a survey to determine the presence of lead-based paint in all 62 single family scattered site homes in Project 204-1 of the Public Housing Program. Removal or abatement has been completed at each dwelling where a lead-based paint hazard was discovered.

All residents of Authority owned and/or managed properties are provided with information on lead based paint hazards at their initial orientation meeting and they are given reminders regarding the hazards of and necessary precautions related to lead-based paint at their annual reexaminations.

Several maintenance staff members of the Authority have been trained and certified in lead based paint removal procedures. The maintenance staff is provided with equipment and supplies to use in the event that a lead-paint encapsulated area is penetrated.

## P. CONTRACTING FOR SERVICES

The AHO Director will contract for maintenance services when it is in the best interests of the Authority to do so, with the approval of the Executive Director. When the employees of the Authority have the time and skills to perform the work at hand, they will be the first choice to perform a given task. When the employees of the Authority have the skills to do the work required, but there is more work than there is time available to complete it, the AHO Director will determine whether it is more cost effective to use a contractor to complete the work. If the Authority staff does not have the skills to complete the work, a contractor will be chosen. In the last instance, the AHO Director will decide whether it will be cost effective to train a staff member to complete the work.

Once the decision has been made to hire a contractor, the process set out in the Authority's Procurement Policy will be used. These procedures vary depending on the expected dollar amount of the contract. The AHO Director, or his designee, will work with the Finance Department to facilitate the contract award. The most important aspect of the bid documents will be the specifications or statement of work. The clearer the specifications the easier it will be for the Authority to get the work product it requires.

## Q. LONG-RANGE PLANNING/CONCLUSION

The AHO Director is responsible for ensuring that the Authority has the capability of performing future repairs to Authority owned/managed properties. In the Public Housing Program, the Comprehensive Grant Program provides funding in annual increments. HUD reviews a detailed 5 year plan prior to approving the grant.

For other Authority owned/managed programs, the Authority plans for the future by properly funding repair and replacement reserve accounts, which are restricted funds.

In conclusion, the Authority administers a comprehensive preventative maintenance program, performs inspections of all properties at a minimum of annually, performs repairs as soon as possible upon discovering such need, obtains certificates of occupancy from the appropriate municipality prior to each new tenant taking possession of a vacant unit, and conforms to, at a minimum, HUD's housing quality standards and the local BOCA code. The Authority believes that by performing the above mentioned items, the properties remain in good, marketable condition and consequently do not require extensive long-term planning.

DRAFT

**EXHIBIT I**

**The Housing Authority of Gloucester County  
100 Pop Moylan Boulevard  
Deptford, NJ 08096**

**PREVENTATIVE MAINTENANCE CHECKS AND SERVICES  
(PMCS)**

**Electric Space Heaters**

<b>TASK DESCRIPTION</b>	<b>D</b>	<b>W</b>	<b>M</b>	<b>Q</b>	<b>S</b>	<b>A</b>
1. Check Operation:						
a. Turn thermostat to highest and lowest setting and check response of unit.						X
b. Listen for any unusual noises or vibrations as an indication of fan misalignment.						X
2. Inspect fan motor and blades.						X
3. Check electrical heating element for cleanliness and overall operation.						X
4. Check electrical cord. Replace or repair as necessary.						X

**D = Daily**  
**W = Weekly**  
**M = Monthly**  
**Q = Quarterly**  
**S = Semi-Annually**  
**A = Annually**



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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

# BED BUG MAINTENANCE PROCEDURE GUIDE

**AFFORDABLE HOUSING DEPARTMENT**

## TABLE OF CONTENTS

### **Section A: Bed Bug Maintenance Procedure Guide**

- Employee Training Tracking Report
- Tenant Education Tracking Report

### **Section B: Bed Bug Maintenance Resource Handbook**

- Reference Sheet
  - DEVELOPMENTAL STAGES OF BED BUGS
  - INSPECTIONS
  - INSPECTION TOOLKIT

### **Section C: Documentation**

- Bed Bug Inspection Report
- Bed Bug Infestation Treatment Report
- HAGC & Tenant Roles and Responsibilities Form
  - Tenant Prevention Tips
  - Treatment Prep and Disposals Authorization Form
  - Unit Prep Checklist for Maintenance
  - Gloucester County Department of Health Informational Resource
  - HUD Notice PIH 2011-20: August 19, 2011



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**SECTION A**

**THE HOUSING AUTHORITY OF  
GLOUCESTER COUNTY**

**BED BUG MAINTENANCE PROCEDURE GUIDE**

**AFFORDABLE HOUSING DEPARTMENT**

**1. HAGC ROLES AND RESPONSIBILITIES**

**☒ AHO DIRECTOR**

- Implementation of this Bed Bug Management Procedure Guide and Resource Handbook
- Ensuring that all maintenance staff complies with the Bed Bug Management Procedure Guide and Resource Handbook
- Acting promptly to tenant reports and newly identified infestations
- Contracting Professional Licensed Pest Extermination Company with a Follow up inspection within 5 days of original treatment approved by the Executive Director
- Coordination of Bed Bug Management Training of staff
- Ensuring maintenance staff has the Personal Protection Equipment that is needed
- Submission of all Bed Bug Documentation to the Executive Director

**☒ BUILDING SUPERINTENDENT**

- The Building Superintendent must inspect all units for bedbugs with each monthly pest control treatment
- The Building Superintendent must investigate all complaints and monitor infestation cases proactively
- The Tenant Roles and Responsibilities in conjunction with the Bedbugs-General Information must be given to the tenant immediately following detection of infestation and scheduled treatment
- The Building Superintendent is to keep records of all complaints and confirmed cases with dates
- Training maintenance staff

**✓ TRAINING SHOULD INCLUDE THE FOLLOWING:**

- How to identify bed bugs and signs of activity
- Where to look for bed bugs
- Tools to assist in bed bug inspections
- How to handle and treat infested linen and items
- How to conduct themselves in a bed bug infested unit
- Personal Protection Equipment (PPE) and its use
- Documentation procedures
- How to educate tenants and other staff to minimize possible bed bug exposure
- The proper disposal of infested items
- Preventative measures
- Tenant risk behaviors that could increase the chance of introducing or spreading bed bugs

**✓ DOCUMENTATION**

The following should be documented using the provided HAGC forms:

- Records of staff, and tenant training/educational programs
- Routine bed inspections for bed bugs (Bed Bug Inspection Form)
- Full details of any bed bug infestation (Bed Bug Infestation Treatment Form)
- The Bed Bug Management Procedure Guide
- The Bed Bug Maintenance Resource Handbook





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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

# BED BUG MAINTENANCE PROCEDURE GUIDE

## AFFORDABLE HOUSING DEPARTMENT

### NOTIFICATION OF BED BUGS

- Upon notification from the tenant, the Building Superintendent or a HAGC approved representative will perform an initial inspection of the tenant's unit using the "BED BUG INSPECTION REPORT." If it is determined that bed bugs are present, HAGC will provide the tenant with the "Tenant Roles and Responsibilities" document
- Notify the AHO Director in writing or via email
- The "Tenant Roles and Responsibilities" document will be explained to the tenant to ensure understanding and compliance prior to treatment. In addition, HAGC will secure the tenant's signature indicating understanding of the document. Upon successful completion by the tenant of their roles and responsibilities
- HAGC will have the unit professionally treated along with a follow-up treatment to ensure treatment was successful.
- In order to educate tenants and minimize potential for the presence of bed bugs, the HAGC has created a "Prevention Tips" document

### EDUCATION AND TRAINING

- Maintenance staff should be well versed in how to recognize the signs of a bed bug infestation. They should be very familiar with what the different life stages look like, as well as how to recognize shed skins and fecal spots/stains. All staff members should know what to do and what not to do so that the infestation is not spread
- Maintenance staff should be trained on the Bed Bug Management Procedure Guide, Bed Bug Maintenance Resource Handbook and Tenant Roles and Responsibilities
- Training must be documented by Building Superintendent and forward to the AHO Director for signature
- Once training has been completed and signed off on, the AHO Director is required to forward it to Admin Office to be added to the employee HR File

### 2. TENANT ROLES AND RESPONSIBILITIES

- HUD regulations require the tenant's cooperation in order to successfully eliminate the presence of bed bugs. **THEREFORE, IT IS THE TENANT'S RESPONSIBILITY TO CALL IN A WORK ORDER AS SOON AS THE PRESENCE OF BED BUGS IS SUSPECTED.** This will allow the HAGC to address the potential infestation at its onset and before it affects other tenants.
- In addition, the tenant must be onsite when the initial inspection is conducted. If it is determined by HAGC that bed bugs are present, the tenant must complete all items listed on the "Tenant Roles and Responsibilities" prior to treatment and as soon as possible. This will help to minimize the severity of bed bug presence and resolve the problem quickly. A tenant may be deemed in violation of the lease agreement if they fail to fully cooperate and comply with their roles and responsibilities.

### 3. BED BUG PREVENTATIVE MAINTENANCE ATTACHMENTS

- Maintenance Inspection Tracking Sheet
- Bed Bug Treatment Form
- Treatment Prep and Disposals Authorization Form
- HAGC & Tenant Roles and Responsibilities Form
- Bed Bug Maintenance Inspection Guide
- Prevention Tips
- Gloucester County Health Department Bed Bug Brochure





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**THE HOUSING AUTHORITY OF  
 GLOUCESTER COUNTY**

**BED BUG EMPLOYEE TRAINING**

**BUILDING:**

---

**BUILDING SUPERINTENDENT:**

**BED BUG MAINTENANCE PROCEDURE GUIDE**  
**AFFORDABLE HOUSING DEPARTMENT**

DATE	TRAINING GIVEN BY	EMPLOYEE	AREAS OF TRAINING	TRAINING COMPLETED SUCCESSFULLY	EMPLOYEE SIGNATURE	TRAINER SIGNATURE
			<input type="checkbox"/> BED BUG IDENTIFICATION <input type="checkbox"/> ROLES AND RESPONSIBILITY <input type="checkbox"/> DOCUMENTATION <input type="checkbox"/> INSPECTION <input type="checkbox"/> HEALTH AND SAFETY			
			<input type="checkbox"/> BED BUG IDENTIFICATION <input type="checkbox"/> ROLES AND RESPONSIBILITY <input type="checkbox"/> DOCUMENTATION <input type="checkbox"/> INSPECTION <input checked="" type="checkbox"/> HEALTH AND SAFETY			
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**THE HOUSING AUTHORITY OF  
GLOUCESTER COUNTY**

**BED BUG TENANT EDUCATIONAL SEMINAR**

**BUILDING:**

**BUILDING SUPERINTENDENT:**

**BED BUG MAINTENANCE PROCEDURE GUIDE**

**AFFORDABLE HOUSING DEPARTMENT**

DATE	SEMINAR GIVEN BY	SUMMARY OF SEMINAR	COMPLETED SUCCESSFULLY	ATTENDANCE	HANDOUT/EDUCATIONAL MATERIALS

**DRAFT**







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## SECTION B

### THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

## BED BUG MAINTENANCE PROCEDURE GUIDE

### AFFORDABLE HOUSING DEPARTMENT

## BED BUG MAINTENANCE RESOURCE HANDBOOK

Treatment of bed bugs should focus on containment of the infestation. Do everything possible to avoid spreading bed bugs to new locations.

### A COMBINATION OF THE FOLLOWING STEPS WILL BE NEEDED FOR BED BUG CONTROL

- Cleaning and Elimination of Clutter by the tenant
- Treatment by a Professional Licensed Pest Extermination that includes Follow-up Treatment approved by the Executive Director
- Bed Bug Barriers, such as mattress encasements
- Routine Inspections
- Eliminate bed bug hiding spots
  - ✓ Fix peeling wallpaper and paint
  - ✓ Caulk or seal cracks and crevices around the room
  - ✓ Make other repairs to the living area to reduce hiding spots
- Education and Training
- Documentation

### HEALTH AND SAFETY

When working in severely infested units, Tyvex suits and latex gloves should be worn. These garments should be removed, bagged and discarded *before* exiting the unit. All staff must inspect their clothing for bugs before exiting unit

### THE FOLLOWING HEALTH AND SAFETY MATTERS SPECIFICALLY RELATING TO BED BUG MANAGEMENT:

- How to conduct oneself in an infested unit (avoid leaning or sitting on beds, take the minimum equipment into the room, avoid placing items on the bed, etc)
- What PPE (Personal Protection Equipment) should be used
- How, when and where PPE (Personal Protection Equipment) should be disposed of
- How bed bug infested items should be handled

### PERSONAL PROTECTION EQUIPMENT (PPE)

PPE that should be available to staff includes:

- Tyvex Suits
- Latex Gloves
- Dust masks
- Insect repellent (used in heavy infestations and should be applied to clothing)



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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

# BED BUG MAINTENANCE PROCEDURE GUIDE

## AFFORDABLE HOUSING DEPARTMENT

### ☒ CLEANING

- Cleaning for bed bugs should focus on sleeping and lounging areas
- Cleaning and organizing a unit is an extremely important first step to control bed bugs, because bed bugs will thrive in a cluttered living area.
- Vacuuming and cleaning should be done before a professional pesticide application
- However for cleaning to have any impact, the resident must cooperate by reducing clutter, organizing, and bagging their belongings. Be certain every item is bagged until it can be cleaned of bed bugs.
- Cleaning should be carried out in a systematic way, beginning with the infested room.
- A cleaning procedure for bed bugs begins with vacuuming, using a HEPA-equipped vacuum that is dedicated only to pest control.
  - ✓ Although a regular vacuum is acceptable, a HEPA equipped vacuum will reduce the spread of allergens. A crevice tool will be needed to focus suction in small spaces, cracks and crevices.
  - ✓ Use the crevice tool with a scraping motion to dislodge bugs and eggs, because bed bugs cling to wood and fabric and the eggs are cemented to the surface where they are laid. A brush attachment can also be used but must be cleaned carefully to prevent the spread of bugs. See below for proper handling of the vacuum cleaner and vacuum bags.

### VACUUMING

- Once all personal belongings have been bagged and removed from infected area, begin vacuuming the bed, paying special attention to the mattress seams
- Remove the mattress and box spring from the bed frame and inspect and vacuum all surfaces, removing all loose debris and visible bed bugs
- Flip the bed frame over and vacuum and crevices where bed bugs may hide. This is especially important for wooden bed frames and captain's beds.
- Vacuum inside and under drawers of night stands, dressers, and other furniture in the room
- Turn over each piece of furniture and vacuum the under sides of each
- Pay attention to screw and nail holes, using a credit card crevice tool.
- Vacuum along the bottoms of all walls and the moldings. If molding or wallpaper is loose lift or remove and vacuum beneath
- Vacuum along carpet edges

### IMPORTANT

IF A VACUUM BRUSH ATTACHMENT IS USED IT IS POSSIBLE SOME LIVE BUGS OR EGGS COULD BE CAUGHT IN THE BRUSH BRISTLES. WASH THE VACUUM BRUSH WITH HOT WATER AND DETERGENT IF THIS IS A CONCERN

### HANDLING A VACUUM USED FOR BED BUGS

- A vacuum used for bed bugs can have live bed bugs inside and it will be important to avoid transferring bed bugs to new locations
- After each use remove the vacuum bag and dispose of it in a sealed plastic bag
- Clean the brush attachment with hot water and detergent
- Store the vacuum in a large plastic garbage bag or container that is closed tightly
- Inspect the vacuum before each use to be sure no live bed bugs are on the outside



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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

# BED BUG MAINTENANCE PROCEDURE GUIDE

## AFFORDABLE HOUSING DEPARTMENT

### **☒ INSPECTION**

- A thorough inspection is important to determine how widespread the infestation is and the best way to manage bed bugs, and also to ensure ongoing efforts to prevent bed bugs are being successful.
- Inspections are to be done by the Building Superintendent or by a designated trained HAGC representative under the direction of the Building Superintendent, AHO Director or the Executive Director
- Adult bed bugs can hide in any spaces as thin as a piece of paper
- When conducting an inspection, move slowly and avoid disturbing hiding bugs, so they don't scatter. Keep in mind that in a low infestation, the bed bugs will be concentrated close to sleeping areas. Items away from the sleeping area will be at a low risk of infestation.

### **INSPECTION TOOL KIT**

- Magnifying glass
- Strong flashlight
- Plastic ziplock bags for collecting specimens
- A probe, such as a "card tool", example playing cards, made by cutting any plastic card into a long triangle, for checking in narrow spaces
- Sticky tape can also be used for gathering bugs
- Compressed air (for cleaning computers) for flushing bed bugs from cracks and crevices
- Screwdrivers for removing light switch and electrical plates
- Alcohol, glass-cleaner or baby wipes, for evidence that stains are bed bug droppings
- Blow-dryer

### **SIGNS OF BED BUGS**

- Live bed bugs of all sizes (poppy seed to apple seed size)
- Confirm that what you find is a bed bug with the Building Superintendent
- Droppings in the form of dark colored stains on cloth or bumps on hard surfaces
- Shed skins
- Eggs, although very small, will be found among droppings or in crevices where adults hide

### **INSPECTING THE BED**

Inspection for bed bugs starts in the place where tenants sleep (bedroom) and then in areas where tenants rest (living room) most often. This should be conducted before room preparation steps are taken.

### **MATTRESS INSPECTION**

- Along the top and bottom seams, and along each side of the piping material sewn onto these edges
- Under mattress handles and along or inside air holes
- Between the mattress and box spring, platform or frame
- Inside folds of material and under buttons
- Seams, piping material and crevices



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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

# BED BUG MAINTENANCE PROCEDURE GUIDE

### AFFORDABLE HOUSING DEPARTMENT

#### ONCE AN INFESTATION IS CONFIRMED

- Document the finding and report to the Building Superintendent and AHO Director for further action
- Educate tenants on how to prepare for treatment with the “Tenant Roles and Responsibility Form”

#### PREVENT THE SPREAD OF AN INFESTATION BY DOING THE FOLLOWING

- Inspect all adjacent apartments above, below, and on both sides
- Caulk or seal cracks and crevices near beds such as those along baseboards, around pipe chases, or around AC units
- Repair holes and other damage in walls
- Repair molding, peeling wall paper; chipping paint; and any other damage that may provide hiding places for bed bugs
- Dispose of any infested furniture

#### PROPERLY DISPOSE OF INFESTED ITEMS

**PLEASE NOTE AN INFESTED MATTRESS OR FURNITURE MUST NOT BE DRAGGED TO THE TRASH AREA; this prevents the spread of bugs during transport**

- Do not delay treatment while waiting for the tenant to prepare unit for treatment
- The unit should be checked by the Building Superintendent, 2 days before treatment, if unit is not ready for treatment, the Building Superintendent must have the unit prep for treatment by trained staff
- If tenant is not able to prep unit, the Building Superintendent must have the tenant sign off on the “**TREATMENT PREP AND DISPOSAL AUTHORIZATION FORM**”

#### MATTRESS AND FURNITURE

- Cut up and/or deface the items infested with bed bugs, then **WRAP AND TIGHTLY SEAL** the infested furnishing in heavy plastic and secure with duct tape before removing from unit

##### **FOR EXAMPLE**

For a mattress, cut both sides. For upholstered furniture, cut cushions open. Furniture and box spring frames can also be broken to keep people from taking them

#### ANY ITEMS TO BE THROWN AWAY FROM AN INFESTED UNIT

- Wrap the item in heavy plastic and seal it with duct tape, then place them in outside dumpster



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REFERENCE

## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

# BED BUG MAINTENANCE PROCEDURE GUIDE

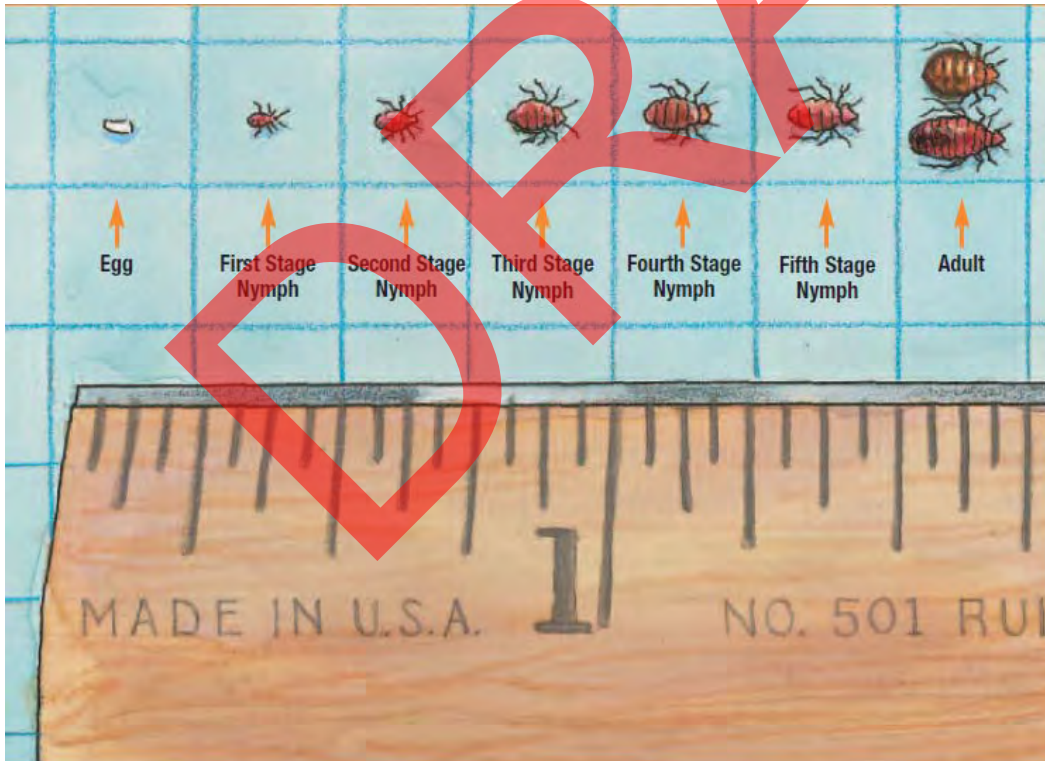
AFFORDABLE HOUSING DEPARTMENT

### DEVELOPMENTAL STAGES OF BED BUGS



**Nymphs** are small versions of the adult form, with a thinner cuticle, which displays the color of partly digested blood. The bed bugs increase in size from 1.3 – 5.0mm as they pass through 5 instars.

**Adult bed bugs** are mahogany-brown, oval, dorso-ventrally flattened, wingless insects, which are approximately 5-7 mm in length and possess piercing mouthparts. When unfed, adults are pale, yellow brown in color, but after a full blood meal, they take on a darker mahogany-brown color.



SIZE CHART OF BED BUG GROWTH





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### BED BUG MAINTENANCE PROCEDURE GUIDE

#### AFFORDABLE HOUSING DEPARTMENT

#### INSPECTIONS

**OBVIOUS SIGNS OF BED BUGS:** Check Seams, piping material and crevices



#### BEDROOM AREAS TO INSPECT



- ✓ Check mattresses, box springs, bed frames and bedding
- ✓ Check the top and bottom seams, tufts and any rips in the covers of mattresses and box springs
- ✓ Look underneath the bed and along the bed frame and headboards.
- ✓ Use a flash light to inspect cracks and crevices of furniture, windows and door frames
- ✓ Swipe a playing card into cracks and crevices to force bed bugs out
- ✓ Remove drawers from furniture and check the inside, top and bottom, joints and even screw holes
- ✓ Check cracks and crevices in bedroom furniture, floor boards and baseboards, windows and door frames



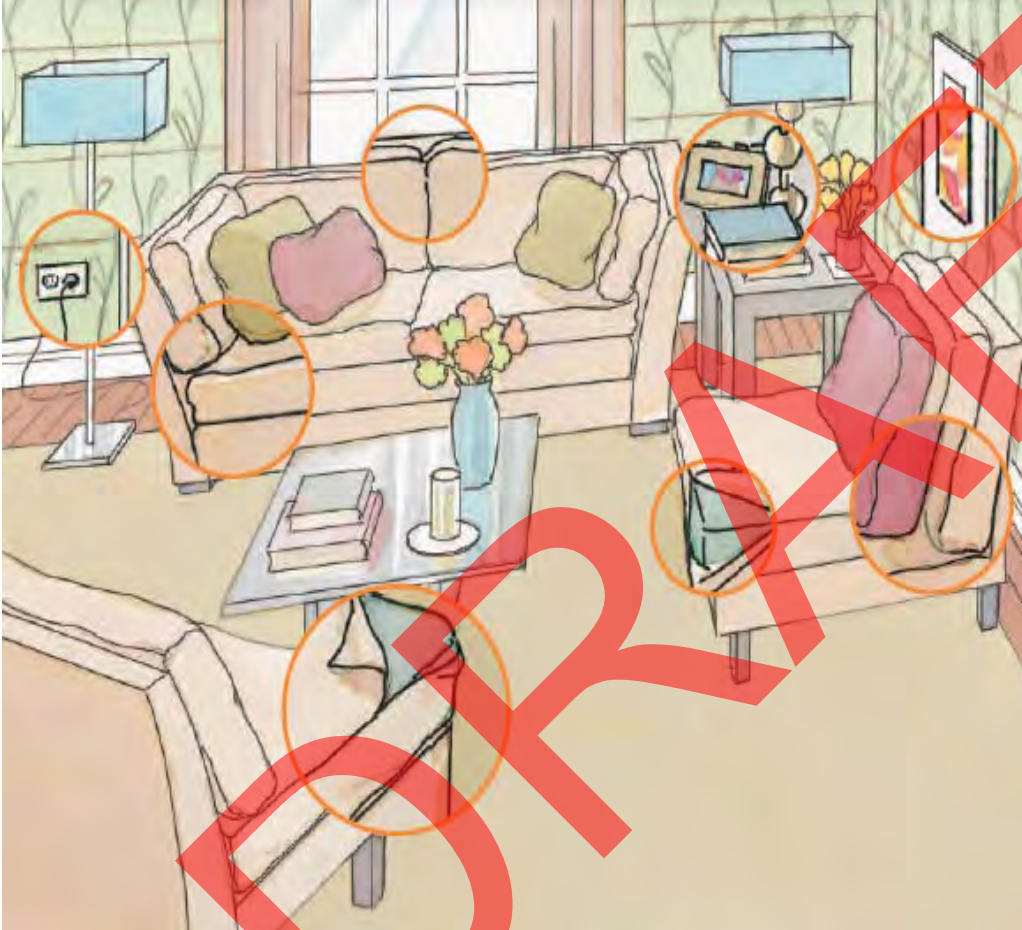
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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

### BED BUG MAINTENANCE PROCEDURE GUIDE

AFFORDABLE HOUSING DEPARTMENT

#### LIVING ROOM AREAS TO INSPECT



- ✓ Remove and check zippers and seams in cushions of upholstered furniture, and their frames
- ✓ Check cracks in walls
- ✓ Inspect the face plates of electrical outlets and light switches (by eye only –do not insert anything into areas with wires)
- ✓ Check cracks and crevices in furniture, floor boards and baseboards, windows and door frames
- ✓ Swipe a playing card into cracks and crevices to force bed bugs out



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**BED BUG MAINTENANCE PROCEDURE GUIDE**

**AFFORDABLE HOUSING DEPARTMENT**

**INSPECTION TOOL KIT**



<b>1. Tyvek Suit</b> for personal protection	<b>7. Compressed</b> for flushing bed bugs from cracks and crevices
<b>2. Magnify Glass</b> to inspect for live bed bugs and eggs	<b>8. Blow Dryer</b> The heat from blow-dryers will kill bed bugs after 30 seconds of continuous contact
<b>3. Flashlight</b> to inspect for live bed bugs and eggs	<b>9. Digital Camera</b> for recording infested units
<b>4. Rubber Gloves</b> for personal protection	<b>10. Plastic zip-lock bags</b> for collecting specimens
<b>5. Playing Cards</b> to probe, for checking in narrow spaces	<b>11. Sticky Tape</b> for collecting specimens
<b>6. Screw Driver</b> for dismantling items	







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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

### BED BUG MAINTENANCE PROCEDURE GUIDE

#### AFFORDABLE HOUSING DEPARTMENT

#### UNIT PREP CHECKLIST FOR MAINTENANCE

- Remove all blankets, sheets, covers, pillows, bath towels, and drapes/curtains from the bed and room and place them into bags for transport to the laundry
- Empty drawers and closets and place belongings into plastic bags
- Place all clothing and coats into bags for transport to the laundry
- Shoes, pillows, and plush items should be bagged for the laundry
- Books, electronics, and anything that cannot be washed should be bagged separately for inspection
- The room should be empty of all cloth and plush items, except plush furniture. If possible, the pillows of plush furniture should be removed and laundered
- Move furniture at least 18 inches away from the walls
- Remove outlet covers and switch plates on all walls
- Picture frames should be removed from the walls and cleaned
- People and pets must leave the area during treatment and wait the stated amount of time before reentering, for at least 4 hours
- All clothing, linens and other items must be cleaned (free of bed bugs) and kept isolated until the client is moved to a new room or location, or until the bed bug problem is eliminated
- Make sure the pest control professional can get to all furniture, closets, beds, and baseboards to inspect and treat
- Vacuum carpets, floors, bed frames, furniture, cracks and crevices daily, using the brush and crevice tools. Empty the vacuum or seal and dispose of its bag into a plastic bag, then seal the bag with tape
- Wipe off dead bugs, blood stains, eggs and droppings with hot soapy water

#### RESOURCES

- <http://www.epa.gov/bedbugs>
- <http://stoppests.typepad.com/ipminmultifamilyhousing/2011/01/bed-bug-ipm-plan.html>
- <http://www.nyc.gov/html/doh/bedbugs/html/home/home.shtml>
- Guidelines for Prevention and Management of Bed Bugs in Shelters and Group Living Facilities; J.L. Gangloff-Kaufmann and C. Pichler, New York State IPM Program, Cornell University
- Gloucester County Department of Health; WHAT ARE THEY? HOW TO GET RIID OF THEM!
- Housing Notice 2011-20, Guidelines on Bed Bug Control and Prevention in HUD Insured and Assisted Multifamily Housing, was issued August 19, 2011





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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

### BED BUG MAINTENANCE PROCEDURE GUIDE

#### AFFORDABLE HOUSING DEPARTMENT

#### COMMON BUGS WRONGLY MISTAKEN FOR BED BUGS

**CORRECT IDENTIFICATION!** Bed bugs may be confused with other household insects such as cockroaches, carpet beetles, or spider beetles. If you find an insect that may be a bed bug, **SAVE IT** in a container for identification! **These are not bed bugs:**

##### **GERMAN COCKROACHES**

Young roaches look like bed bugs. Look for rectangular egg cases and fecal pellets. The color is more brown than red.



##### **SPIDER BEETLES**

They feed on dried plant material, seeds, or dried meat and do not bite humans.



##### **BETLES**

Carpet and warehouse beetle adults and larvae may appear in beds feeding on hair and feathers. Larvae may shed tiny hairs that cause itching but these do not bite.





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**SECTION C**

## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

### **BED BUG MAINTENANCE PROCEDURE GUIDE**

#### **AFFORDABLE HOUSING DEPARTMENT**

### **HAGC & TENANT ROLES AND RESPONSIBILITIES**

#### **ROLES AND RESPONSIBILITIES**

It has been determined, based on the inspection of your residence that bed bugs are present and professional treatment is required. Bed bugs are a problem that can only be solved when both parties (HAGC and tenant) work simultaneously toward a common goal, extermination and elimination. HUD regulations require the tenant's cooperation in order to successfully eliminate the presence of bed bugs. Without proper treatment, bed bugs are difficult to contain and have the potential to infest neighboring units.

#### **THE FOLLOWING PLAN OUTLINES THE ROLES AND RESPONSIBILITIES OF HAGC AND THE TENANT IN THE TREATMENT OF BED BUGS:**

#### **HAGC**

- Inspect unit for infestation within one work day of receipt of emergency work order
- Schedule treatment date as soon as possible, but no later than three days after the initial inspection (subject to tenant readiness)
  - Scheduled treatment date \_\_\_\_\_.
- Provide a dozen (12) large trash bags at no charge to the tenant for the storage of clothing, towels, and other linens, prior to and during treatment.
- Treat residence including furniture.
  - If infested furniture does not respond to treatment, HAGC will dispose of furniture at tenant's request OR tenant can have furniture professionally re-treated at their expense. **Proof of re-treatment MUST be provided to the HAGC within 48 hours of determination that initial treatment was unsuccessful.** If the retreatment of furniture is deemed unsuccessful, tenant may be required to dispose of furniture.
- Perform follow-up with tenant within 5 days of treatment to ensure treatment was effective.
- Perform additional treatments as necessary.

#### **TENANT**

- Report a bed bug infestation, to building superintendent within 24 hours of finding. Do not attempt to control a bed bug infestation by yourself.
- Never self treat with pesticides, especially "bug bombs", which drive bed bugs into adjacent rooms or units.
- **TENANT MUST BE ONSITE AT THE SCHEDULED TIME WHEN THE INITIAL INSPECTION IS CONDUCTED**
- For treatment to be effective, tenant must perform the tasks listed below prior to the scheduled treatment date.

#### **TENANTS MUST COMPLETE ITEMS LISTED AS SOON AS POSSIBLE IN ORDER TO MINIMIZE SEVERITY OF BED BUG PRESENCE AND RESOLVE THE PROBLEM QUICKLY**

- Remove all sheets, blankets, mattress covers, pillowcases, etc. from beds and wash in hot water (120+ degrees recommended) and dry clothes on the highest heat setting for at least 30 minutes. Fold them and place them in plastic garbage bags and seal the plastic bags tightly. Do not put them back on the bed until the evening after treatment.
- Remove everything from bedrooms and hall closets. Closets, dresser drawers, and night stand drawers must be empty. Remove all clothing, boxes, etc. from bedroom floors.



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### AFFORDABLE HOUSING DEPARTMENT

- Wash all clothing, towels, and other linens in hot water (120+ degrees recommended) and dry in the dryer on the highest heat setting for at least 30 minutes. Place clean items inside airtight plastic storage bins or plastic garbage bags that are sealed tightly and store until after treatment.
- Vacuum (using disposable vacuum cleaner bags) all furniture, dresser drawers, night stand drawers, mattresses, and box springs. Place disposable vacuum cleaner bag inside plastic garbage bag that is sealed tightly and discard in outdoor immediately.
- Move all furniture to the center of the room(s) being treated.
- Remove all pictures from walls.
- Place all bed bug mattress encasements on all beds. The bed bug mattress encasement is an effective bed bug killer when combined with treatment and must remain on the mattress for at least one year
- Discarded mattresses, box springs, furniture, etc. must not be placed in dumpsters; they must be removed from the premises.
- Remain out of the residence for 4 hours after treatment (includes all household members and pets).

Furniture that does not respond to treatment must be disposed of or professionally treated. If tenant chooses to dispose of furniture, the HAGC will remove furniture from the unit at tenant's request. If tenant chooses to dispose of furniture on their own it MUST be removed from the premises and be overseen by the superintendent to prevent the spread of bed bugs. **If tenant chooses not to dispose of infested furniture they MUST have it re-treated (at their expense and within 48 hours of determination that initial treatment was unsuccessful) by a licensed exterminator. Tenant must provide proof of re-treatment to the HAGC within 72 hours of determination that initial treatment was unsuccessful.**

### FAILURE TO COMPLY

If treatment is scheduled and the exterminator determines that tenant has not performed the above stated responsibilities, the following will occur:

1. Treatment will be cancelled by the exterminator
2. Tenant will be held financially responsible for all costs incurred in accordance with the Maintenance Charge list.
3. Tenant lease may be terminated at HAGC's discretion.

### TENANT STATEMENT OF CERTIFICATION

I, \_\_\_\_\_, certify that I have read and understand the roles and responsibilities as stated above and agree to perform them in order to successfully eliminate the presence of bed bugs and I also certify that I have received the Bed Bug Prevention List and the Gloucester County Health Department Bed Bug Informational Brochure provided by the HAGC.

\_\_\_\_\_  
TENANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HAGC REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE





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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

# BED BUG MAINTENANCE PROCEDURE GUIDE

### AFFORDABLE HOUSING DEPARTMENT

#### PREVENTION TIPS

- ✓ Wash all bedding regularly in hot water. The water should be at least 120 degrees.
- ✓ Use bed bug encasements on all mattresses and box springs
- ✓ Check your own bed for bed bugs from time to time. Catching them early will make bedbug treatment easier if bed bugs do occur.
- ✓ Vacuum floors regularly. Use the brush tool of your vacuum to vacuum your mattress. Use the crevice tool to vacuum crevices in the mattress and your baseboards
- ✓ Clean up clutter to reduce hiding spots
- ✓ Caulk holes in floors and walls
- ✓ We recommend that you do not take or purchase second hand clothing or linens. However if you do, purchasing second hand clothing, or linens place all garments in a sealed bag until they can be washed and place in a dryer on high heat for at least 30 minutes
- ✓ If you purchase used furniture, examine it for bed bugs. Paying special attention to any area that has seams
- ✓ Never bring bed frames, mattresses, box springs or upholstered furniture found on the street into the unit
- ✓ When traveling, check your room for signs of bed bugs such as bloodstains on the pillows or linens. Inspect mattress seams, look behind headboards and pictures. Place luggage up from the floor
- ✓ After you return from a trip, check your luggage for bed bugs that might have hitched a ride, wash all clothes immediately upon return

\_\_\_\_\_  
TENANT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
HAGC REPRESENTATIVE SIGNATURE

\_\_\_\_\_  
DATE



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**THE HOUSING AUTHORITY OF GLOUCESTER COUNTY**

**BED BUG MAINTENANCE PROCEDURE GUIDE**  
**AFFORDABLE HOUSING DEPARTMENT**

**TREATMENT PREP AND DISPOSAL AUTHORIZATION FORM**

HAGC REPRESENTATIVE:	SCHEDULED TREATMENT DATE:
<b>TENANT:</b> <b>BUILDING:</b> <b>UNIT:</b>	SUBMITTED TO THE FOLLOWING <input type="checkbox"/> BUILDING SUPERINTENDANT <input type="checkbox"/> AHO DIRECTOR <input type="checkbox"/> EXECUTIVE DIRECTOR
<p><b>1. AUTHORIZATION TO TREATMENT PREP FOR BB TREATMENT</b></p> <input type="checkbox"/> YES, IF YES WHY? _____ <input type="checkbox"/> NO <input checked="" type="checkbox"/> UNIT PREP DATE NEEDED BY: _____  _____ DATE TENANT SIGNATURE	
<p><b>2. AUTHORIZATION TO DISPOSE OF INFESTED FURNITURE</b></p> <input type="checkbox"/> YES, IF YES WHY? _____ <input type="checkbox"/> NO <input checked="" type="checkbox"/> DISPOSAL DATE: _____ → PLEASE LIST FURNITURE YOU WOULD LIKE DISPOSED  <input checked="" type="checkbox"/> TENANT INITIAL _____ → OTHER ITEMS NEEDED TO BE DISPOSED  <input checked="" type="checkbox"/> TENANT INITIAL _____	
<p><b>3. DISPOSAL AUTHORIZATION</b></p> <p>I, _____, do hereby authorize The Housing Authority of Gloucester County to Remove and dispose of items listed above.</p> <p>This authorization releases The Housing Authority of Gloucester County from any further claims regarding herein mention items/personal property listed above being disposed of.          The undersigned represents that he/she/they are the owners of the property to be disposed of, and acknowledges and understands that disposal means irretrievable disposition of the property and that the undersigned authorizes The Housing Authority of Gloucester County to proceed with disposal.</p> _____ DATE TENANT SIGNATURE	
HAGC REPRESENTATIVE SIGNATURE _____	





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## THE HOUSING AUTHORITY OF GLOUCESTER COUNTY

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#### AFFORDABLE HOUSING DEPARTMENT

#### UNIT PREP CHECKLIST FOR MAINTENANCE

- Remove all blankets, sheets, covers, pillows, bath towels, and drapes/curtains from the bed and room and place them into bags for transport to the laundry
- Empty drawers and closets and place belongings into plastic bags
- Place all clothing and coats into bags for transport to the laundry
- Shoes, pillows, and plush items should be bagged for the laundry
- Books, electronics, and anything that cannot be washed should be bagged separately for inspection.
- The room should be empty of all cloth and plush items, except plush furniture. If possible, the pillows of plush furniture should be removed and laundered
- Move furniture at least 18 inches away from the walls
- Remove outlet covers and switch plates on all walls
- Picture frames should be removed from the walls and cleaned
- People and pets must leave the area during treatment and wait the stated amount of time before reentering, for at least 4 hours.
- All clothing, linens and other items must be cleaned (free of bed bugs) and kept isolated until the client is moved to a new room or location, or until the bed bug problem is eliminated
- Make sure the pest control professional can get to all furniture, closets, beds, and baseboards to inspect and Treat
- Vacuum carpets, floors, bed frames, furniture, cracks and crevices daily, using the brush and crevice tools. Empty the vacuum or seal and dispose of its bag into a plastic bag, then seal the bag with tape
- Wipe off dead bugs, blood stains, eggs and droppings with hot soapy water

Scheduled Treatment Date: \_\_\_\_\_

Unit Prep Date: \_\_\_\_\_

Unit Checked and Cleared for Treatment Date: \_\_\_\_\_

Unit Prep by:

**HAGC REPRESENTATIVE SIGNATURE:** \_\_\_\_\_



# HOUSING AUTHORITY OF GLOUCESTER COUNTY

## GRIEVANCE PROCEDURES POLICY

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### A. INTRODUCTION

The Housing Authority of Gloucester County (The Authority) will investigate and respond to complaints by participant families, owners, and the general public. The Authority may require that complaints, other than Housing Quality Standards (HQS) violations, be put in writing. Anonymous complaints are investigated whenever possible.

If there should be any conflict between this policy and Federal, State, or local laws and regulations, the laws and regulations shall prevail.

All informal reviews and informal hearings shall be conducted by the designated Hearing Officer of the Authority. As these hearings and reviews are “informal” and the rules of the Superior Court of New Jersey are not applicable.

This Grievance Procedures Policy shall be applicable to all grievances in accordance with this policy, **except** for those appeals that are related to violations of the “One Strike and You’re Out Policy.” Please refer to the “One Strike and You’re Out Policy” for the procedures governing such appeals and related hearings.

### B. RIGHT TO INFORMAL REVIEW/HEARING

Upon the filing of a written request as provided in this policy, applicants shall be entitled to informal reviews and participants and residents shall be entitled to informal hearings.

### C. DEFINITIONS

For the purpose of this Grievance Procedures Policy, the following definitions are applicable:

1. **“Applicant”** shall be used to refer to those who have filed a pre-application with the Authority for any of the programs administered by the Authority.
2. **“Authority”** shall be used to refer to the Housing Authority of Gloucester County.



3. **“Cert/Voucher/Mod Rehab”** shall mean the either the Section 8 Certificate, Voucher, Housing Choice Voucher, or Moderate Rehabilitation Program, as applicable to the circumstances.
4. **“Complainant”** shall mean any resident whose grievance is presented to the Authority or at the project management office.
5. **“Elements of Due Process”** shall mean an eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required:
  - 1) Adequate notice to the resident of the grounds for terminating the tenancy and for eviction;
  - 2) Right of the resident to be represented by counsel;
  - 3) Opportunity for the resident to refute the evidence presented by the Authority including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the resident may have; and
  - 4) A decision on the merits.
6. **“Grievance”** shall mean any dispute which a resident or participant may have with respect to the Authority's action or failure to act in accordance with the individual resident's lease or Authority regulations, policies, or procedures which adversely affect the individual resident's rights, duties, welfare or status.

Grievance does not include any dispute a resident may have with the Authority concerning a termination of tenancy or eviction that involves any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the Authority's Public Housing premises by other residents or employees of the Authority; or any violent or drug-related criminal activity on or near such premises. Nor shall this process apply to disputes between residents or participants not involving the Authority or to class grievances.
7. **“Hearing Officer”** shall mean an impartial person selected by the Authority in accordance with this policy and current regulations to administer the informal reviews, informal hearings, and hear grievances and render a decision with respect thereto.

8. **“Participant”** shall mean any individual or family receiving assistance in either the Section 8 Certificate, Voucher, Housing Choice Voucher, or Moderate Rehabilitation Programs.
9. **“Promptly”** shall mean within the time period indicated in a notice from the Authority of a proposed action which would provide the basis for a grievance if the resident has received a notice of a proposed action from the Authority.
10. **“Resident”** shall mean the adult person (or persons) other than a live-in aide:
  - 1) Who resides in a Public Housing unit and who executed the lease with the Authority as lessee of the premises, or, if no such person now resides in the premises,
  - 2) Who resides in a Public Housing unit and who is the remaining head of household of the resident family residing in the unit.

#### **D. INFORMAL REVIEW PROCEDURES FOR ALL APPLICANTS**

##### **1. NOTICE TO APPLICANT**

The Authority will give an applicant for participation in the Public Housing, Section 8 Cert/Voucher/Mod Rehab Programs prompt notice of a decision denying assistance to the applicant. The notice will contain a brief statement of the reasons for the Authority decision. The notice will state that the applicant may request an informal review by requesting such in writing, within 30 calendar days of the denial of assistance. The Authority will not consider requests submitted beyond this time period, unless exceptional circumstances are shown.

##### **2. WHEN THE AUTHORITY IS NOT REQUIRED TO PROVIDE AN INFORMAL REVIEW**

The Authority will not provide the applicant an opportunity for an informal review for any of the following reasons:

- 1) A determination of the family unit size under the Authority subsidy standards.
- 2) An Authority determination not to approve an extension or suspension of a certificate or voucher term.

- 3) An Authority determination not to grant approval to lease a unit under the program or to approve a proposed lease (grant approval of the tenancy).
- 4) An Authority determination that a unit selected an applicant is not in compliance with HQS.
- 5) An Authority determination that the unit is not in accordance with HQS because of family size or composition.
- 6) General policy issues or class grievances.
- 7) Discretionary administrative determinations by the Authority.

### **3. INFORMAL REVIEW PROCESS**

The Authority will give an applicant an opportunity for an informal review of the Authority decision denying assistance to the applicant. The procedure is as follows:

- 1) The review will be conducted by any person or persons designated by the Authority other than the person who made or approved the decision under review or a subordinate of this person.
- 2) The applicant will be mailed a notice stating the date, time, and location for the informal review at least 5 calendar days prior to the scheduled date of such review.
- 3) The applicant will be given an opportunity to present written or oral objections to the Authority decision.
- 4) The applicant has the right to be represented by any person, including an attorney of their choice, but the applicant must still appear at the informal review..
- 5) The Authority will notify the applicant, in writing, of the Authority decision after the informal review within 14 calendar days. The notification will include a brief statement of the reasons for the final decision.

### **4. CONSIDERING CIRCUMSTANCES**

In deciding whether to deny assistance because of action or inaction by members of the family, the Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family

members, and the effects of denial of assistance on other family members who were not involved in the action or failure.

The Authority may impose, as a condition of assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit.

## **5. INFORMAL REVIEW PROCEDURES FOR DENIAL OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMIGRATION STATUS**

The applicant family may request that the Authority provide for an informal review after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

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

## **E. INFORMAL HEARINGS FOR PARTICIPANTS IN THE CERT/VOUCHER/MOD REHAB PROGRAMS**

1. The Authority will give a participant family an opportunity for an informal hearing to consider whether the following Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations, and Authority policies:
  - 1) A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
  - 2) A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the Authority utility allowance schedule.
  - 3) A determination of the family unit size under the Authority subsidy standards.
  - 4) A determination that a Certificate Program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the Authority

subsidy standards, or the Authority determination to deny the family's request for an exception from the standards.

- 5) A determination to terminate assistance for a participant family because of the family's action or failure to act.
- 6) A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under the Authority's Section 8 Administrative Plan and HUD rules.

In cases described in paragraphs 4), 5), and 6), of this Section, the Authority will give the opportunity for an informal hearing before the Authority terminates housing assistance payments for the family under an outstanding HAP contract.

2. The Authority will not provide a participant family an opportunity for an informal hearing for any of the following reasons:
  - 1) Discretionary administrative determinations by the Authority.
  - 2) General policy issues or class grievances.
  - 3) Establishment of the Authority schedule of utility allowances for families in the program.
  - 4) An Authority determination not to approve an extension or suspension of a certificate or voucher term.
  - 5) An Authority determination not to approve a unit or lease for the Cert/Voucher/Mod Rehab Program.
  - 6) An Authority determination that an assisted unit is not in compliance with HQS. (However, the Authority will provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)
  - 7) An Authority determination that the unit is not in accordance with HQS because of the family size.
  - 8) A determination by the Authority to exercise or not exercise any right or remedy against the owner under a HAP contract.

### 3. Notice to the Family

- 1) In the cases described in paragraphs **E. 1. 1), 2), and 3)**, of this Section, the Authority will notify the family that the family may ask for an explanation of the basis of the Authority's determination, and that if the family does not agree with the determination, the family may request an informal hearing on the decision within 30 calendar days of the notification. The Authority will not consider requests submitted beyond this time period, unless exceptional circumstances are shown.
- 2) In the cases described in paragraphs **E. 1. 4), 5), and 6)**, of this Section, the Authority will give the family prompt written notice that the family may request a hearing within 30 calendar days of the notification. The notice will:
  - a) Contain a brief statement of the reasons for the decision; and
  - b) State this if the family does not agree with the decision, the family may request an informal hearing on the decision within 30 calendar days of the notification.

### 4. Scheduling of informal hearings

The assisted family will be mailed a notice stating the date, time, and location of the informal hearing at least 5 calendar days prior to the scheduled date of such hearing.

### 5. Expeditious hearing process

Where a hearing for a participant family is required under this section, the Authority will proceed with the hearing in a reasonably expeditious manner upon the request of the participant family.

### 6. Hearing Procedures

The Authority and participants will adhere to the following procedures:

#### 1) Discovery

- a) The participant family will be given the opportunity to examine before the hearing any Authority documents that are directly relevant to the hearing. The participant family will be allowed to copy any such document at the participant's expense. If the Authority does not make the document(s) available for examination on request

of the participant family, the Authority may not rely on the document at the hearing.

- b) The Authority will be given the opportunity to examine, at the Authority's offices before the hearing, any participant family documents that are directly relevant to the hearing. The Authority will be allowed to copy any such document at the Authority's expense. If the participant family does not make the document(s) available for examination on request of the Authority, the participant family may not rely on the document at the hearing.

Note: The term **document** includes records and regulations.

## 2) Representation of the Participant

At its own expense, a lawyer or other representative may represent the participant family; however the participant must still be present at the informal hearing.

## 3) Hearing Officer

- a) The hearing will be conducted by any person or persons designated by the Authority, other than a person who made or approved the decision under review or a subordinate of this person.
- b) The person who conducts the hearing will regulate the conduct of the hearing in accordance with the Authority hearing procedures.

## 4) Evidence

The Authority and the participant must have the opportunity to present evidence and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

## 5) Issuance of Decision

The person who conducts the hearing must issue a written decision within 14 calendar days from the date of the hearing, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the participant shall be based on a preponderance of the evidence presented at the hearing.

## 6) Effect of the Decision

The Authority is not bound by a hearing decision:

- a) Concerning a matter for which the Authority is not required to provide an opportunity for an informal hearing under this Section, or that otherwise exceeds the authority of the person conducting the hearing under the Authority hearing procedures.
- b) Contrary to HUD regulations or requirements, or otherwise contrary to Federal, State, or local law.
- c) If the Authority determines that it is not bound by a hearing decision, the Authority will notify the family within 14 calendar days of the determination, and of the reasons for the determination.

#### **4. INFORMAL HEARING PROCEDURES FOR TERMINATION OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMIGRATION STATUS**

The participant family may request that the Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. This request must be made by the applicant family within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

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

#### **5. CONSIDERING CIRCUMSTANCES**

In deciding whether to terminate assistance because of action or inaction by members of the family, the Housing Authority may consider all of the circumstances in each case, including the seriousness of the case, the extent of participation or culpability of individual family members, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure.

The Housing Authority may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. The Housing Authority may permit the other members of a participant family to continue receiving assistance.

#### **F. GRIEVANCE PROCEDURES FOR RESIDENTS OF PUBLIC HOUSING**



## **1. INFORMAL SETTLEMENT PROCEDURES PRIOR TO A HEARING**

Any grievance shall be promptly and personally presented, either orally or in writing, to the Authority's Property Manager so that the grievance may be discussed informally and settled without a hearing. A summary of such discussion shall be prepared within fourteen (14) calendar days and one copy shall be given to the resident and one retained in the Authority's resident file. The summary shall specify the names of the participants, dates of the meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, and shall specify the procedures by which a hearing under these procedures may be obtained if the resident is not satisfied.

## **2. PROCEDURES TO OBTAIN A HEARING**

### **1. REQUEST FOR A HEARING**

The complainant shall submit a written request for a hearing to the Authority within ten (10) calendar days from the date of the mailing of the summary of the discussion pursuant to Section F.1., "Informal Settlement Procedures Prior to a Hearing." The written request shall specify:

- 1) The reasons for the grievance; and
- 2) The action or relief sought.

### **2. SELECTION OF A HEARING OFFICER**

A grievance hearing shall be conducted by an impartial person appointed by the Executive Director of the Authority, other than a person who made or approved the action under review or a subordinate of such person.

### **3. FAILURE TO REQUEST A HEARING**

If the resident does not request a hearing in accordance with this Section, then the Authority's disposition of the grievance under Section F. 2. 1. shall become final. However, failure to request a hearing does not constitute a waiver by the resident of the right thereafter to contest the Authority's action in disposing of the complaint in an appropriate judicial proceeding.

#### **4. HEARING PREREQUISITE**

All grievances shall be promptly presented in person, either orally or in writing, pursuant to the informal settlement procedures prescribed in Section F. 2. 1. as a condition precedent to a hearing under this Section. However, if the resident can show good cause why there was failure to proceed in accordance with Section F. 2. 1. to the Hearing Officer, the provisions of this subsection may be waived by the Hearing Officer.

#### **5. ESCROW DEPOSIT**

Before a hearing is scheduled in any grievance involving the amount of rent, as defined in the lease which the Authority claims is due, the resident shall pay to the Authority 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 resident shall thereafter deposit monthly the same amount of the monthly rent in an escrow account held by the Authority until the complaint is resolved by decision of the Hearing Officer. Amounts deposited into the escrow account shall not be considered as acceptance of money for rent during the period in which the grievance is pending. In extenuating circumstances, the Authority may determine to waive these requirements, as evidenced by notifying the resident in writing. Unless so waived, the failure to make such payments shall result in a termination of the grievance procedure. However, failure to make payment shall not constitute a waiver of any right the resident may have to contest the Authority's disposition of his grievance in any appropriate judicial proceeding.

#### **6. SCHEDULING OF HEARINGS**

Upon the resident's compliance with this Section, the Hearing Officer shall promptly schedule a hearing for a time and place reasonably convenient to both the resident and the Authority. A written notification specifying the time, place, and the procedures governing the hearing shall be mailed to the resident and given to the appropriate Authority staff.

#### **3. WHEN THE AUTHORITY IS NOT REQUIRED TO OFFER THE TENANT AN INFORMAL HEARING**

The Authority may bypass, in accordance with the lease, the grievance procedures in for a termination of tenancy under the following circumstances:

1. For any activity, not just a criminal activity, that threatens the health, safety, or right to peaceful enjoyment of the premises by the other tenants or employees of the Authority;
2. For any drug related criminal activity on or off the premises, not just on or near the premises; or
3. For any other actions for eviction under the Special Civil Part of the Superior Court, Law Division, under New Jersey Statutes Annotated, Section 2A:18-61.1 et seq. Pursuant to HUD's due process determination for the State of New Jersey as published in the Federal Register on March 12, 1996 .

The Authority's grievance procedures shall not be applicable to disputes between tenants not involving the Authority or to class grievances. This policy is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the Authority's Board of Commissioners.

#### **4. PROCEDURES GOVERNING THE HEARING**

The resident shall be afforded a fair hearing, which shall include:

1. Upon written request and reasonable notice to the Authority, prior to the hearing, the opportunity to examine any Authority documents, including records and regulations that are directly relevant to the hearing. The resident shall be provided a copy of any such document at the resident's expense. If the Authority does not make the document available for examination upon written request by the resident, the Authority may not rely on such document at the grievance hearing.
2. The right to be represented by counsel or other person chosen as the resident's representative and to have such person make statements on the resident's behalf;
3. The right to a private hearing unless the resident requests a public hearing;
4. The right to present evidence and arguments in support of the resident's complaint, to controvert evidence relied on by the Authority and to confront and cross examine all witnesses upon whose testimony or information on which the Authority relies; and
5. A decision based solely and exclusively upon the facts presented at the hearing.

6. The Hearing Officer may render a decision without holding a hearing if the Hearing Officer determines that the issue has been previously decided at another hearing.
7. If either the resident or Authority fails to appear at a scheduled hearing, the Hearing Officer may postpone the hearing for no more than 5 business days or determine that the missing party has waived their right to a hearing. Both the Authority and the resident shall be notified of the Hearing Officer's decision. This decision shall not waive a resident's right to contest the disposition of the grievance in an appropriate judicial proceeding.
8. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Authority must sustain the burden of justifying the Authority action or failure to act against which the complaint is directed.
9. The hearing shall be conducted informally by the Hearing Officer and oral or documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings. The Hearing Officer will require the Authority, the complainant, counsel, and any other participants to conduct themselves in an orderly fashion. Failure to comply with directions of the Hearing Officer 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.
10. The complainant or the Authority 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.
11. The following accommodations will be made for persons with disabilities:
  - 1) The Authority shall provide reasonable accommodations for persons with disabilities to participate in the hearing. Reasonable accommodations may include qualified sign language interpreters, readers, accessible locations, or attendants.
  - 2) If the resident is visually impaired, any notice to the resident that is required by these procedures must be in an accessible format.
12. The Authority will comply with HUD's Guidance on Limited English Proficiency

## 5. INFORMAL HEARING PROCEDURES FOR TERMINATION OF ASSISTANCE ON THE BASIS OF INELIGIBLE IMMIGRATION STATUS

The tenant family may request that the Authority provide for an informal hearing after the family has notification of the INS decision on appeal, or in lieu of request of appeal to the INS. The tenant family must make this request within 30 days of receipt of the *Notice of Denial or Termination of Assistance*, or within 30 days of receipt of the INS appeal decision.

## 6. DECISION OF THE HEARING OFFICER

The Hearing Officer shall prepare a written decision, together with the reasons, within fourteen (14) calendar days after the hearing. Copies of the decision shall be mailed to the resident and given to the Authority. The Authority shall retain a copy of the decision in the resident's file. The Authority shall maintain a log of hearing officer decisions and make that log available upon request of the hearing officer, or a prospective complainant's representative.

The decision of the Hearing Officer shall be binding on the Authority who shall take all actions, or refrain from any actions, necessary to carry out the decision unless the Authority's Executive Director and/or Board of Commissioners determines within reasonable time, and promptly notifies the complainant of its determination, that:

1. The grievance does not concern Authority action or failure to act in accordance with or involving the resident's lease or Authority regulations, which adversely affect the resident's rights, duties, welfare or status;
2. The decision of the Hearing Officer is contrary to applicable Federal, State, or local law, Authority regulations, or requirements of the Annual Contributions Contract between the Authority and the U.S. Department of Housing and Urban Development.

A decision by the Hearing Officer, Executive Director, or Board of Commissioners in favor of the Authority or which denies the relief requested by the resident in whole or in part shall not constitute a waiver of, nor affect in any manner whatsoever, any rights the resident may have to a trial de novo or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

## HOUSING AUTHORITY OF GLOUCESTER COUNTY

### REQUIRED ATTACHMENT TO THE 2017 ANNUAL PLAN

#### IMPLEMENTATION OF PUBLIC HOUSING RESIDENT COMMUNITY SERVICE REQUIREMENTS

In accordance with the Quality Housing and Work Responsibility Act, Section 512, the Authority shall require each non-exempt, adult Public Housing resident to a) contribute a minimum of 8 hours of community service per month or b) participate in an economic self-sufficiency program for at least 8 hours per month. This requirement shall be implemented through a lease addendum.

The Authority shall notify all family members of the community service requirement and of the categories of individuals who are exempt from the requirement. The notification will provide the opportunity for family members to claim and explain an exempt status. The Authority shall verify, annually, as applicable, the exempt status of Public Housing residents. The Authority will accept similar forms of 3<sup>rd</sup> party verification as used for income determination and admission purposes. Also, Public Housing residents may claim exemption during the year, between annual reexaminations, but only upon written notification to the Authority.

The Authority will refer, those adult Public Housing residents, who do not meet one of the criteria above for exemption, to the Gloucester County Volunteer Center. The Gloucester County Volunteer Center acts as a clearinghouse for residents within Gloucester County to offer their time or services to organizations in need of volunteers. It is the intention of the Authority that residents provide services to their own communities. The term "community" is intended to mean the smallest geographic area in which the Public Housing resident's dwelling unit is located.

The Authority encourages adult Public Housing residents to utilize the Volunteer Center to fulfill their obligation, as described above. Residents who choose not to utilize the Volunteer Center may fulfill their requirement by other means, but only upon the written approval of the Authority. The Authority will also accept participation in self-sufficiency activities to satisfy part or all of the resident's Community Service requirement. The Authority shall consider activities that are designed to encourage, train, or facilitate economic independence as valid activities to fulfill the requirement. The Authority will refer interested residents to the Gloucester County Board of Social Services to participate in an economic self-sufficiency activity. In no case will the Authority consider political activity to fulfill the Community Service requirement.

The Authority will monitor the appropriateness of the service and/or participation in an economic self-sufficiency activity and confirm the resident's participation through a letter of participation on official letterhead, signed by a duly authorized representative of the organization from where the service was performed, which indicates the number of hours fulfilled and a brief description of what was performed. In this manner, the organization is certifying the services that were provided by the adult Public Housing resident.

Letters or other appropriate documentation must be submitted to Authority no later than 30 days prior to the expiration of the lease term in order to determine if the resident has fulfilled the community service requirement, in accordance with the Quality Housing and Work Responsibility Act, Section 512. Such determinations shall be made in accordance with the principles of due process and on a nondiscriminatory basis.

If it is determined that an adult Public Housing resident is not in compliance with the above requirement, the Authority shall notify the non-compliant resident and the head of household, in writing, of the following:

1. of such noncompliance;
2. that the determination is subject to administrative review through the Authority's grievance procedure; and
3. that the family's lease will not be renewed unless the noncompliant family members enter into an agreement to cure such noncompliance. The Authority may not renew or extend the family's lease upon expiration of the lease term and shall take such action as is necessary to terminate the tenancy of the family, unless the noncompliant family members enter into an agreement with the Authority, before the expiration of the lease term, which provides that the residents will cure any noncompliance and lease violations by participating in an economic self-sufficiency program or by contributing to community service as many additional hours as necessary to comply with the lease and the Act.

A Notice to Quit and Demand for Possession will be sent to residents who fail to complete their community service requirement or to enter into an agreement as described in #2 above. If a resident enters into an agreement and does not fulfill the requirements of the agreement within the next lease term, as specified in the agreement, a Notice to Quit and Demand for Possession will be sent at the end of the lease term. The Authority will not enter into a second agreement with residents who failed to comply with the first one. Continued noncompliance with the Community Service requirements will result in eviction of the entire family unless the noncompliant family member is no longer a part of the household (removed from the lease).

## HOUSING AUTHORITY OF GLOUCESTER COUNTY

### STATEMENT REGARDING SAFETY & CRIME PREVENTION IN THE PUBLIC HOUSING PROGRAM

For **Project 204-1**, there is very little drug related and violent criminal activity due to the nature of the Project (meaning that homes are scattered throughout several communities). The Authority's homes are provided the same level of public security and protection as the surrounding neighborhoods and the communities at large.

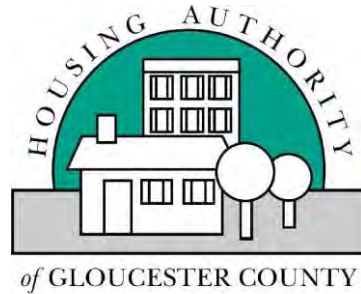
For **Projects 204-3 and 204-4**, there is little or no drug related and violent criminal activity. In addition to the public security and protection that is provided to the community at large, the Authority also provides a Superintendent and Maintenance Staff to man the entrances to the buildings during business hours; an unarmed and uniformed Security Guard is on duty from the hours of 5:00 pm to 8:00 am, when the Superintendent and Maintenance Staff are not on duty. Additionally, each building is equipped with a security entry system, with some buildings containing surveillance systems throughout the building. All persons entering the building must either enter a pre-programmed code into the system or be let in by a resident. All visitors are also required to sign a visitor's log book, upon entering and departing the building.

The Authority maintains basic records documenting the nature and extent of security and crime problems that occur within all three of the Public Housing Projects through "Incident Reports". These reports are made a part of the residents' files as appropriate. Incidences occurring in public spaces and common areas are generally reported to the appropriate Police Department for their action, where necessary. These "Incident Reports" are always reviewed by the Executive Director, or her designee, and the Affordable Housing Operations Director.

The Authority complies with the requirements of the Violence Against Women Reauthorization Act and implements the use of HUD-50066 when applicable. The Authority encourages victims of violence to obtain victims protection services and counseling through social services and the court system.

Further, all public housing applicants and residents are subject to the "One Strike and You're Out Policy" which prohibits criminal activity that poses a threat to the life, health, safety or peaceful enjoyment of the residents and neighbors.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
PET POLICY**



**PET POLICY**

**HOUSING AUTHORITY OF  
GLOUCESTER COUNTY**

**COLONIAL PARK APARTMENTS  
DEPTFORD PARK APARTMENTS  
CARINO PARK APARTMENTS  
NANCY J. ELKIS SENIORS HOUSING  
SHEPHERD'S FARM SENIOR HOUSING  
PROJECT 204-1, SINGLE-FAMILY DWELLING UNITS  
EXPANDED HOUSING OPPORTUNITIES**

**REVISED JANUARY 2016**

RESOLUTION 2016-11



**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
PET POLICY**

**I. Preamble**

Section 526 of the Quality Housing and Work Responsibility Act of 1998, effective October 1999, provides for the ownership of pets in federally assisted rental housing built exclusively for occupancy by elderly and disabled persons, and family Public Housing.

**II. Definition of Pet**

For the purposes of this Policy, pets are defined as:

- A. Domesticated dogs not exceeding 25 pounds in weight and meeting other requirements of this Policy.
- B. Domesticated cats not exceeding 15 pounds in weight and meeting other requirements of this Policy.
- C. Fish in approved tank not exceeding 20 gallons of water.
- D. Domesticated, caged, small birds in approved cage.

No other living creature shall be considered a pet for the purposes of this Policy. The Authority may, within its discretion, approve domesticated dogs or cats over the above weight limits who otherwise meet the requirements of this policy. Assistance Animals that assist persons with disabilities are considered to be auxiliary aids and are exempt from the Pet Policy.

**III. Pet Application Registration**

- A. Tenants who wish to apply for a Pet Permit must file an application for a Pet Permit with the Authority. Applications will be processed on a first-come, first-served basis.
- B. Those who have a history of poor housekeeping and/or damaging Authority owned/managed property will be denied a Pet Permit for a period of one year from the date of the application. Reconsideration for a pet permit will be given if the tenant has no housekeeping or damage violations for one year.
- C. Those who have been found to violate their lease by having a pet on the premises without a valid Pet Permit shall be denied a Pet Permit for a period of one year from the date of the violation.

**IV. Pet Permit**

Prior to placing a pet into residency, the applicant or tenant must file an application for a Pet Permit. A Pet Permit will be issued after all initial conditions of this Policy have been met. Approval and denials of Pet Permits shall be in writing. Pets are not allowed to reside in units until the resident receives authorization from the Authority.

**V. Conditions for Issuance of a Pet Permit**

For dogs and cats only:

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
PET POLICY**

- A. With the exception of the elderly and disabled, the applicant must file a Certificate of Insurance with the Authority certifying that applicant has renter's insurance with liability and property damage coverage. Insurance must remain in effect for the life of the pet permit. Renters may request a waiver of this requirement in writing to the Executive Director.**
- B. The applicant must provide proof, each year, of Municipal Registration of the pet in accordance with NJ State Law and local ordinance.**
- C. Applicant must provide proof from a licensed veterinarian or a state or local authority empowered to inoculate animals, each year, that the pet is in good health and has been inoculated for distemper and rabies; and information sufficient to identify pet and demonstrate it is a common household pet.**
- D. Prior to issuance of Pet Permit, applicant agrees to post a pet security deposit of \$300.00 for each dog or cat. For the elderly and disabled, the fee shall be \$100. Any balance of the pet security deposit will be refunded to the tenant after the tenant moves or no longer owns the pet. Total pet security deposit may be paid over time. Initial amount of \$50.00 is due when pet is brought into unit. Subsequent monthly payments of \$10 per month must be made until the total requirement has been satisfied.**
- E. The pet deposit may be used to pay reasonable expenses directly related to the presence of the pet on the property. Such expenses would include, but not be limited to, the cost of repairs and replacement to unit, fumigation of the unit, and the cost of animal care facilities.**
- E. Tenants will be charged a separate waste removal penalty fee, of \$5.00 per occurrence, for failure to comply with pet rule on waste removal. See Section VI. Pet Management Plan.**
- G. For single-family dwelling units (Project 204-1, EHOs, 501 Properties, Shepherd's Farm), the tenant shall pay a non-refundable monthly fee of \$5.00 to cover the costs relating to the presence of pets. (This fee is not applicable to Colonial Park, Carino Park, Deptford Park, or Nancy J. Elkis Seniors Housing because they are projects designated for elderly/disabled residents.)**

**For all pets, as defined in this Policy:**

- A. The applicant must sign a statement that said applicant assumes all personal financial responsibility for damage to any personal property and property owned/managed by the Authority or any of its affiliates caused by the pet and said applicant assumes personal responsibility for personal injury to any party caused by said pet.**
- B. Applicant must certify and agree to the general terms and conditions of the management of said pet and acknowledge that the Pet Permit can be revoked for failure to follow pet management rules.**

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- C. Prior to issuance of Pet Permit, applicant agrees to sign a statement that applicant has read and understands the Pet Policy and agrees to amend the lease accordingly.
- D. As part of the application process for a Pet Permit, the applicant must file a "Pet Emergency Care Plan" in case applicant is unable to care for said pet in an emergency. This plan must empower the Authority, or any of its affiliates, as applicable, to transfer the responsibility of the pet to an approved friend or relative of the applicant that is off the premises of the project.

**VI. Pet Management Plan**

- A. Only one Pet Permit will be issued per dwelling unit.
- B. An individual Pet Permit may only be issued for one dog, or one cat, or one 20 gallon fish tank, or one bird cage.
- C. Pets must be confined to apartment unless on a leash or appropriately and effectively restrained for the high-rise buildings only.
- D. Pets shall not wander without appropriate and effective restraints in common areas of the building or on the grounds or at any time.
- E. In the event that the tenant leaves the building or property in an emergency, the pet is to be provided for in accordance with the "Pet Emergency Care Plan" within 4 hours of departure of said tenant.
- F. Tenant shall be responsible to maintain the dwelling unit free of flea infestation. All costs associated with the treatment of fleas shall be the responsibility of the tenant.
- G. Tenant acknowledges responsibility for the cleanliness of pets and removal of pet waste from building daily by:
  - 1. Placing cat litter waste into bag and into trash chute or outside trash can.
  - 2. Placing dog on leash and taking dog to established "Pet Relief Area" as designated in the high-rise buildings only. Tenants are responsible to remove and properly dispose of all removable pet waste from the Pet Relief Area.  
*Note: Tenants are not to store pet waste in their apartment/house or flush pet waste with "kitty litter" down the toilet, sinks, or bathtubs.*
  - 3. Pet owners must own a vacuum cleaner and clean up pet residue (odor, hair, seeds, feathers, water) daily. Dwelling units must be kept clean and free of odors at all times.
  - 4. Pet owners must prevent pets from damaging property (within apartment/house, common areas, grounds or personal property of others), and assume all liability

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regardless of fault in cases where said pet contributes to or causes property damage or personal damage.

5. Tenant agrees to manage pet in such a way that it does not contribute to complaints from other tenants or neighbors regarding behavior and/or activities of said pet.
6. Tenant must certify that pet is not pregnant and has been spayed or neutered if pet is a cat and spayed if pet is a female dog. If pet is a young cat or dog, tenant must agree to have the pet spayed or neutered as soon as the pet reaches the minimum age for being spayed or neutered and to provide the management with certification of the procedure.
7. Tenant agrees to keep property free of dog/cat waste.
8. Tenants agrees to provide for the adequate care, nutrition, exercise and medical attention for their pets.

**VII. General Conditions**

**A. Limits on Pet Permits:**

No more than one Pet Permit shall be issued per dwelling unit.

**VIII. Pet Control**

Tenant must keep pet appropriately and effectively restrained and under the control of a responsible adult while in public and on common areas of the premises. For single-family dwelling units (Project 204-1 only), pets shall not be left unattended outside of the dwelling unit unless in a fenced enclosure approved by management.

**IX. Pet Waste**

Tenant shall control pet to insure that pet uses only the designated outside area or litter box for urination or defecation. If animal waste is deposited on the premises, the resident pet owner shall be responsible for the immediate removal from the premises of any / all waste deposited by their pet by placing it in a sealed plastic bad and disposing of it in an outside trash bin.

**X. Inspection of Dwelling Unit**

Tenant agrees, as a condition of accepting the Pet Permit, that tenant's dwelling unit will be available for inspection of compliance with Pet Policy at any time during working hours on thirty (30) minute notice.

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PET POLICY**

**XI. Petition of Removal**

The Executive Director, or his/her designee, may require pet owners to remove their pets upon the petition of two (2) or more neighboring residents who allege a complaint against the pet owner for non-compliance with the Pet Policy. The tenant will be afforded a fair hearing on said infraction with the Executive Director, or his/her designee. The tenant must abide by determination of said hearing, which may include removal of the pet within 72 hours.

**XII. Damages**

Damages caused by the pet, as determined by inspection, shall be repaired/replaced by management at the time the damages are discovered. Tenant will be billed for full repair/replacement cost at time of repair.

**XIII. Revocation of Pet Permit**

- A. Revocation of Pet Permit may occur upon the occasion of the following conditions:
1. Upon death of pet.
  2. Upon permanent removal of pet from the apartment/house.
  3. For non-payment of the monthly security deposit installment in accordance with Section V. Conditions for Issuance of a Pet Permit, item D.
- B. Upon determination by management of the Authority, that the following conditions may be considered cause for revocation:
1. Pet has caused damage to any dwelling unit, common areas, personal property or persons.
  2. Pet has bitten, scratched or caused injury to any person.
  3. Pet makes animal sounds that are generally annoying to tenants, neighbors or Authority management, for example, barking dog or loud meowing cat.
  4. Pet defecates or urinates in a dwelling unit, on common areas or on the undesignated grounds.
  5. Pet is found out of control of tenant; a) dog off leash; b) cat running loose; c) bird not caged.
  6. Upon expiration of municipal animal license, unless renewed.
  7. Upon expiration of inoculation unless current inoculation status is recertified.
  8. Upon any determination by the Authority that the pet is a danger and hazard to the health and safety of tenants, management, employees and/or guests of the Authority.

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- C. **Written notice of a permit revocation will be served on the pet owner in writing 10 (ten) days before the effective date. The Notice shall include a brief factual statement of the violation.**

**XIV. Death of Pet**

**The tenant shall be responsible for arranging for burial or other disposal, off the premises, of pets in the event of death of the pet.**

**XIV. Pet Temporarily on Premises**

**Pets which are not owned by a tenant will not be allowed on the premises. Residents are prohibited from feeding or harboring stray animals.**

**XIV. Absence of Tenant**

**The tenant shall supply the name, address and phone number of two responsible parties who will care for the pet if the pet owner dies, is incapacitated or is otherwise unable to care for the pet. If the responsible party is unwilling or unable to care for the pet or if the Authority, after reasonable efforts, cannot contact the responsible party the Authority may contact the appropriate state or local agency and request the removal of the pet. Any cost to remove the animal will be a charge to the tenant owner.**

**XIV. Emergencies**

**The Authority will take all necessary steps to ensure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate state or local entity authorized to remove such animals. Any cost to remove the animal will be a charge to the tenant owner.**

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
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**PET PERMIT APPLICATION**

**Project Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tenant Name** \_\_\_\_\_ **Apt #** \_\_\_\_\_

**Type of permit requested: Bird** \_\_\_\_\_ **Fish** \_\_\_\_\_ **Cat** \_\_\_\_\_ **Dog** \_\_\_\_\_

**IF CAT: Declawed** \_\_\_\_\_ **Not Declawed** \_\_\_\_\_

**Date pet is expected to be brought to the apartment** \_\_\_\_\_

**Pet Security Deposit is required as follows. Payment must be made in accordance with Section V. Conditions for Issuance of a Pet Permit, item D of the Colonial Park Pet Policy.**

**201-1, EHO, Family Dwelling Units = \$300**

**Elderly/ Disabled = \$100.00**

**Bird cages are not permitted to be attached to ceilings.**

**Applicant understands that permits are issued on a first come first served basis and may be placed on a waiting list.**

**By:** \_\_\_\_\_  
**Tenant**

**DO NOT WRITE BELOW THIS LINE**

**Date application received:** \_\_\_\_\_ **By:** \_\_\_\_\_

**Policy explained to tenant by:** \_\_\_\_\_

**Amount of Pet Security Deposit:** \_\_\_\_\_

**Apartment inspected for housekeeping Yes** \_\_\_\_\_ **No** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Rejected by:** \_\_\_\_\_

**Reason for rejection:** \_\_\_\_\_

**Date Permit issued:** \_\_\_\_\_ **Permit#** \_\_\_\_\_

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
PET POLICY**

**LEASE ADDENDUM**

TENANT \_\_\_\_\_ PROJECT \_\_\_\_\_ PET PERMIT # \_\_\_\_\_

**1. \_\_\_\_\_ Parties and Dwelling Unit:**

The parties of this permit are the Housing Authority of Gloucester County, referred to as the management/landlord and \_\_\_\_\_ referred to as the tenant. The landlord leases to the tenant unit number \_\_\_\_\_ located at \_\_\_\_\_

**2. \_\_\_\_\_ Length of Time (Term):**

The term of this permit shall begin on \_\_\_\_\_ and end in accordance with the provisions of the Pet Policy.

**3. \_\_\_\_\_ Waste Removal Charge:**

The tenant agrees to pay \$5.00 each occurrence as a separate pet waste removal penalty for failure to comply with pet rule on waste removal.

**4. \_\_\_\_\_ Pet Security Deposit:**

The tenant has an initial pet security deposit in the amount of \$ \_\_\_\_\_ with the landlord. The tenant will continue to pay the landlord \$10 per month, due on the 1st of each month, until the total pet security deposit amount is equal to \$100 or \$300. The landlord will hold the pet security deposit for the period tenant occupies the unit. After the tenant has moved from the unit, the landlord will determine whether the tenant is eligible for a refund of any or all of the Pet Security Deposit and make such refund within thirty (30) days. The pet security deposit will be held at Commerce Bank, Cherry Hill, New Jersey, in Account # \_\_\_\_\_, which shall be an interest bearing account.

**5. \_\_\_\_\_ Tenant agrees to obtain renter's insurance with liability and property damage coverage prior to issuance of the Pet Permit and to keep insurance current so long as the pet resides in the unit.**

**6. \_\_\_\_\_ Tenant agrees to file a copy of any Municipal Registration or license with the landlord and to keep same current.**

**7. \_\_\_\_\_ Tenant agrees to keep the pet properly inoculated for rabies and distemper and to provide landlord proof that such inoculations or vaccinations are current.**

**8. \_\_\_\_\_ Tenant agrees to assume all personal financial responsibility for damages to any personal or project property caused by the pet, and assumes personal responsibility for personal injury to any party caused by the pet.**



**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
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**LEASE ADDENDUM**

9. \_\_\_ Tenant hereby certifies and agrees to the general terms and conditions of the management and understands and acknowledges that the Pet Permit can be revoked for failure to follow and abide by the Pet Policy.
10. \_\_\_ Tenant agrees, in the event it becomes necessary for the landlord to retain or hire a lawyer to represent the landlord for the purpose of advising, preparing for, conducting an action for eviction of the tenant, or collection of pet damages, the tenant shall be obligated to pay and be liable to the landlord for the payment of all reasonable lawyer fees and court costs and shall be considered to be additional rent due and owing, upon the presenting of a bill for same to the tenant, if the landlord prevails in the action.
11. \_\_\_ The tenant has read and understands the Pet Policy and agrees to amend the lease accordingly.
12. \_\_\_ Tenant agrees and understands that the Pet Policy is part of the lease and this permit.
13. \_\_\_ Tenant agrees to file a "Pet Emergency Care Plan" with the landlord and agrees to hold the landlord and employees harmless of any liability in connection with the Pet Emergency Care Plan.
14. \_\_\_ Tenant agrees to pay for any and all costs for the care of the pet in the pet care facility, if it becomes necessary,
15. \_\_\_ Tenant agrees to any reasonable changes in the Pet Management Rules that may occur in the future.
16. \_\_\_ Tenant agrees to make the apartment available for inspection, during normal working hours, upon thirty (30) minute notice.
17. \_\_\_ Tenant agrees to have pet use outside pet relief area, if pet is dog or cat, or cats may use approved kitty litter container in apartment. Tenant further agrees to pay \$5.00 per occurrence for the cost of any clean up as the result of "accidents" by pet or for the failure of the tenant to clean up and properly dispose of any removable waste from the designated pet relief area.
18. \_\_\_ Tenant agrees to dispose of pet waste and kitty litter by placing in double plastic bags and putting bag in trash chute - daily.
19. \_\_\_ For single-family dwelling units (Project 204-1 and EHO), the tenant agrees to pay a non-refundable monthly fee of \$5.00 to cover the costs relating to the presence of pets. (This fee is not applicable to Colonial Park, Carino Park, Deptford Park, or Nancy J. Elkis Seniors Housing because they are projects designated for elderly/disabled residents.)

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
PET POLICY**

**20. \_\_\_\_ Description of Pet:**

**LEASE ADDENDUM**

**As a condition of application for a Pet Permit issued on \_\_\_\_\_**

**I, \_\_\_\_\_, understand and agree to the Terms and  
Conditions of the Pet Policy.**

**Landlord Date \_\_\_\_\_**

**Tenant Date \_\_\_\_\_**

**DRAFT**

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
PET POLICY**

**Pet Emergency Care Plan:**

**Project Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**Tenant Name** \_\_\_\_\_ **Apt #** \_\_\_\_\_

**Type of Animal: Bird** \_\_\_\_\_ **Fish** \_\_\_\_\_ **Cat** \_\_\_\_\_ **Dog** \_\_\_\_\_

**IF CAT: Declawed** \_\_\_\_\_ **Not Declawed** \_\_\_\_\_

**RESPONSIBLE PERSON 1**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

**RESPONSIBLE PERSON 2**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Relationship:** \_\_\_\_\_

I \_\_\_\_\_ certify that the above named individuals will care for my pet in the event I die, become incapacitated, or otherwise become unable to care for the pet. I agree that if the above named individuals are unable to care for the pet or if the Authority, after reasonable efforts, cannot contact the responsible parties, the Authority may contact the appropriate state or local agency and request the removal of the pet. Any cost to remove the animal will be a charge to me.

**By:** \_\_\_\_\_

**Tenant**

**HOUSING AUTHORITY OF GLOUCESTER COUNTY**  
**STATEMENT REGARDING ASSET MANAGEMENT**  
**ATTACHMENT TO THE 2017 AGENCY PLAN**

The Authority has established 3 AMPs and a central office cost center. Each are accounted for and managed separately in accordance with the Asset Management regulations. Two of the AMPs are 100 units, high-rise apartment complexes for the elderly and near elderly disabled families. One of the AMPs is 62 scattered sites, single family homes.

Year 1 and Year 2 Stop Loss Applications were submitted to HUD in a timely manner. The Year 1 submission had a partial field office review. No written results have been received to date.

The Capital Fund forms, as attached, depict the rehabilitation and modernization plans for each of the 3 AMPs of the HAGC.

The philosophy of the Housing Authority of Gloucester County since its inception has been to concentrate the elderly families in high rise buildings and scatter the non-elderly families. Therefore, the elderly families can readily receive services available to them from the Authority and other sources. By not concentrating the low-income, non-elderly families, one prevents the development of projects. Each single family home is maintained to the neighborhood standards. Approximately every 7 years they are rehabilitated through Capital Fund funds.

**HOUSING AUTHORITY OF GLOUCESTER COUNTY  
2017 AGENCY PLAN**

**DEFINITION OF SIGNIFICANT AMENDMENT AND  
SUBSTANTIAL DEVIATION/MODIFICATION**

Significant amendments and substantial deviations/modifications from the 5 Year Plan and Annual Plan shall be defined as discretionary changes in the plans or Authority policies that fundamentally change the mission, goals, objectives, or plans of the Authority and which require formal approval of the Board of Commissioners.

**DRAFT**

**PLAN FOR DESIGNATING DEPTFORD PARK APARTMENTS (NJ 204-4)  
AND CARINO PARK APARTMENTS (NJ 204-3) FOR OCCUPANCY BY  
ELDERLY HOUSEHOLDS & NEAR-ELDERLY DISABLED HOUSEHOLDS  
EXCLUSIVELY  
HUD NOTICES PIH 97-12, 2002-12 AND 2005-2**

**2016 THROUGH 2021**

**JUSTIFICATION FOR THE DESIGNATION:**

Gloucester County is located within the Philadelphia Metropolitan Statistical Area. Although it is part of a highly urbanized MSA, many parts of the County remain rural and small-town in character. Residents feel strong ties to particular geographic communities within the County.

Gloucester County is approximately 328 square miles in area. Most of the population resides in communities in the Northern and Eastern parts of the County. There are approximately 17 miles between the Housing Authority administrative offices in Deptford, located in the Northern part of the County, and Carino Park Apartments in Williamstown, located in the Southern part of the County.

The original Designated Housing Plan ("Plan") was in effect March 1997 through 2003. Thereafter, HUD approved several subsequent renewals of the plan. HAGC is requesting a re-designation of Carino Park Apartments and Deptford Park Apartments for occupancy by elderly and near-elderly disabled households exclusively. The decision to submit the new Plan is justified to serve the growing need for affordable housing among Gloucester County's elderly and nearly-elderly disabled population.

The Plan meets the needs of the low-income population of Gloucester County's by providing adequately for both the elderly and near-elderly disabled based on population trends, emerging demand, and available resources. The Plan is consistent with Gloucester County's Consolidated Plan published in June 2015.

According to the 2015-2019 Gloucester County New Jersey Consolidated Plan:

American Community Survey (ACS) data shows that Gloucester County had a total of 104,100 households. Families made up 73% of the households. 37% of all households have one or more people under the age of 18; 25% of all households have one or more people 65 years and over. In Gloucester County, among the civilian non institutionalized population in 2008-2012, 12% reported a disability. 7 % of people 65 years old and over were considered living in poverty

Affordable Rental housing for low-income and extremely low-income households continues to be in high demand due to the existing condition of the market rate units and the fact that market rents often translate into high housing costs burden for low-income families. Special Needs handicapped accessible housing assistance continues to be needed, especially for the frail elderly and physically disabled population. The frail elderly, defined as those persons 75 and over and requiring assistance to perform two of three basic functions (housekeeping, preparing meals, assistance with dressing) number an estimated 6,588 of the County's 16,470 residents in this age bracket. This is based on the National Institute on Aging, which predicts

that 40 percent of those over 75 require such assistance. The number and percentage of frail elderly is expected to grow as the 65 to 74 age cohort is now 19,229 or 9.4 percent of the population.

With respect to renter occupied households, 2,066 elderly households were cost burdened by paying greater than 30% of income for shelter and 1,201 were cost burdened by paying greater than 50% of income for shelter. With respect to owner occupied households, 6,772 elderly households were cost burdened by paying greater than 30% of income and 3,590 were cost burdened by paying 50% of income for shelter.

The above figures support a clear segment of the County's population needing targeted housing assistance.

### **PROJECT DESCRIPTION:**

Carino Park Apartments ("Carino") NJ 204-3 - 100 units of 1 bedroom apartments located in the Southern part of the County, at 100 Chestnut St., Williamstown, NJ 08094. The Housing Authority of Gloucester County ("HAGC") seeks designation of this project for occupancy by elderly, and near-elderly disabled households.

Deptford Park Apartments ("Deptford") NJ 204-4 - 100 units of 1 bedroom apartments located in the Northern part of the County, at 120 Pop Moylan Blvd, Deptford Township, NJ 08096. HAGC seeks designation of this project for occupancy by elderly and near-elderly disabled households.

An elderly household is one whose head or spouse is 62 years of age or older. A near-elderly disabled household is one whose head or spouse is between the ages of 50 and 62 years and the head or spouse is disabled. Elderly and near-elderly disabled households occupying both Carino and Deptford are supported by a Resident Relations Coordinator employed full time by HAGC. The Resident Relations Coordinator addresses health, safety, and disability concerns of the residents and plans age appropriate social activities to enhance quality of life and promote independence and aging in place.

### **ALTERNATIVE RESOURCES:**

HAGC operates the following subsidized or affordable housing programs which provide additional resources and housing assistance to families who may have been housed if occupancy in the projects were not restricted.

#### **1. Public Housing**

A. Scattered sites NJ 204-1 - 62 units of 2, 3, and 4 bedroom single family units scattered throughout the County that are open to occupancy by all very low income households, including elderly and disabled.

**2. Colonial Park Apartments**, Section 8 New Construction Program - 200 units of 1 bedroom apartments located in the Northern part of the County that are available for occupancy by elderly households.

3. **Expanded Housing Opportunity Program** - 12 units of 3 and 4 bedroom single family units located primarily in the Northern part of the County available for occupancy by low income households, including the elderly and disabled, at affordable rents.
4. **Section 8 Housing Choice Voucher Program** - 1676 vouchers available to extremely-low and very-low income households, including the elderly and disabled. Participants are selected from the waiting list without regard to bedroom size required. Units scattered throughout the County.
5. **Section 8 Moderate Rehabilitation Housing Program** - 23 certificates of participation for a particular dwelling unit. The Landlord and Authority have entered into Housing Assistance Payments contracts for specific units in particular buildings. The Moderate Rehabilitation units are available to extremely-low and very-low income households, including the elderly and disabled. Most Landlord contracts with the Authority have expired (approximately 200) and tenants have been issued Housing Choice Vouchers. The Authority is providing Landlords with the opportunity to extend their expired contracts in accordance with Federal Regulations and HUD guidance. The remaining Moderate Rehabilitation units are located in the Northern part of the County.
6. **Nancy J. Elkins Seniors Housing** - 80 one bedroom units in the Northern part of the County available for occupancy at affordable rents by elderly households whose incomes do not exceed 60% of the median for the County.
7. **Section 8 Housing Choice Voucher Program Designated for Housing Preferences** – A total of 145 Vouchers for non-elderly disabled households for which funding was announced by HUD on September 24, 1997. 125 of these Vouchers were awarded as part of HUD NOFA FR-4207-01, Establishment of Preferences at Certain Section 8 Developments. 20 additional Vouchers have been designated for non-elderly disabled households through Fair Share Voucher allocations in 2000 and 2001. These 145 Vouchers are available to non-elderly disabled, extremely-low and very-low income households. Participants are selected from the waiting list without regard to bedroom size. The Voucher units are scattered throughout the County.
8. **HUD-Veterans Affairs Supportive Housing (HUD-VASH) Vouchers**- A total of 19 Housing Choice Vouchers for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs. These Vouchers are tenant based.

Further, HAGC provides assistance to its non-elderly disabled voucher holder and in locating accessible units. The Gloucester County Offices of the Disabled and Community Development is also committed to aiding in this effort by locating funding for landlords willing to modify their units to make them accessible. HAGC has employed a staff person who is designated to provide this assistance to the non-elderly disabled and to the landlords.

HAGC does not anticipate that the requested occupancy designation will have any impact on vacancies in Carino and Deptford.



**TREATMENT OF CURRENT RESIDENTS BECAUSE OF THE DESIGNATION:**

Otherwise lease compliant residents of Carino and Deptford affected by the designation will not be evicted or otherwise required to vacate. All residents are required to comply with criteria imposed by the Admissions and Continued Occupancy Policy. Carino and Deptford are largely occupied by elderly or near-elderly and disabled residents who would not face eviction or termination of lease because of the requested designation. Current building residents will not be considered displaced for the purposes of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970. Current residents of Carino and Deptford may opt to move voluntarily. In the event a non-elderly disabled tenants residing in Deptford and Carino wishes to apply for the 145 Vouchers set aside for the non-elderly disabled, they may do so. Further, in connection with the 2009 Designated Housing Plan, 97 vouchers were Reserved for Non-elderly families having a person with disabilities that would have been housed by a Public Housing Authority if occupancy in the designated public housing project/building (or portion thereof) were not restricted to elderly households. This funding will enable these non-elderly households of families with disabilities that are under 62 years of age that qualify for a one bedroom or studio apartment affordable housing.

**ELIGIBILITY OF NEAR-ELDERLY FAMILIES:**

HAGC intends to admit near-elderly disabled families in the designated buildings.

**FAIR HOUSING:**

About 16% of Gloucester County's population is made up of ethnic and racial minorities.

There are no facts to support the conclusion that the requested designation would increase minority concentrations. Deptford and Carino were first occupied in the mid-1980s. They have always been open to and occupied by all racial/ethnic groups residing in the County. Deptford Park residents are 23% minority and Carino Park residents are 30% minority. The Housing Authority waiting lists for all programs for 1-bedroom units contains 57% non-minority and 43% minority applicants.

It appears that continuing the designation of Deptford Park and Carino Park for elderly and disabled near-elderly exclusively will not change the racial demographics of the buildings.

**CERTIFICATION:**

The Housing Authority of Gloucester County certifies there are no unanticipated adverse impacts on the Housing Resources for the groups not being served due to the designation. The Housing Authority of Gloucester County does not have any outstanding court orders, Voluntary Compliance Agreements, or Section 504 Letters of Findings at this time. This Plan has been reviewed and approved of by the Resident Advisory Board of 2016.

HOUSING AUTHORITY OF GLOUCESTER COUNTY  
2017 AGENCY PLAN

FIVE-YEAR GOALS  
AS ESTABLISHED FOR 2017 AGENCY PLAN  
STATEMENT OF PROGRESS AS OF JULY 2017

**Goal One:** Manage the Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer.

**Objectives:**

1. HUD shall recognize the Housing Authority as at least a standard performer in accordance with the current Public Housing Assessment System regulations for FYE 12/31/16, 12/31/17, 12/31/18, 12/31/19 and 12/31/20.

**PRESENT:** HAGC will appeal its designation as a Substandard Financial for FYE 12/31/15 which occurred as a result of the application of the Governmental Accounting Standard Board Statement 68 on Accounting and Financial Reporting for Pension calculating HAGC's proportionate share of Public Employees' Retirement System net pension liability to be \$6,765,613. HAGC disputes the consideration of the apportioned pension liability in the evaluation of its financial performance.

**HISTORY:** HAGC has a long history of being considered a standard or high performer. For the fiscal year ended 12/31/06 and 12/31/07, the Authority submitted all information in a timely manner in accordance with the PHAS regulations, and was recognized as a high performer for 12/31/06 and a standard performer for 12/31/07 and 12/31/08. HAGC was rated as a high performer for 12/31/09, 12/31/10, and 12/31/11. A PHAS report was not required for FYE 12/31/12, therefore, there is no rating. For the FYE 12/31/13 and FYE 12/31/14, HAGC was rated a high performer.

**Goal Two:** Manage the Housing Authority's Section 8 Existing Housing Program in an efficient and effective manner.

**Objectives: -**

1. HUD shall continue to recognize the Housing Authority as at least a standard performer in accordance with for current Section Eight Management Assessment Program regulations. FYE 12/31/16, 12/31/17, 12/31/18, 12/31/19 and 12/31/20

**PRESENT:** HAGC was evaluated as a standard performer for FYE 12/31/15. HAGC submitted an appeal of this Section 8 Management Assessment Program (SEMAP) Score as absent a software conversion problem, which was ultimately corrected, HAGC would have been evaluated as a high performer.

**HISTORY:** HAGC has a long history of being considered a standard or

high performer—HUD has recognized the Authority as a high performer for the years ended 12/31/06, 12/31/07, 12/31/08, 12/31/09, 12/31/10, and 12/31/11. HAGC was again recognized as a high performer for the FYE 12/31/13 and FYE 12/31/14 and a standard performer for FYE 12/31/15.

2. The Housing Authority shall obtain a utilization rate of 95% or higher in its tenant-based program.

**PRESENT:** The utilization rate as of May 2016 was 92.05% showing a mild upward trend in the later months of the year. In order to increase utilization, HAGC has approved overtime for the Intake staff and has also engaged with a consultant to assist in leasing for a managed entity. HAGC staff works diligently to verify eligible applicants and provide housing search assistance to voucher holders. The Tenant Briefing Program is held weekly to expedite leasing. Despite these efforts, eligible applicants often have a difficult time locating affordable housing and obtaining a security deposit.

**HISTORY:** During November 2004 and April 2005 through October 2005, the Authority stopped issuing Housing Choice Vouchers due to funding shortages. The overall utilization rate for 2005 was 97.5%. The Authority needed to be extremely cautious not over spend, as there were no additional administrative funds to cover any HAP costs not funded by HUD. This meant 2006 utilization was extremely low in the beginning of the year. Upon receipt of the funding notification for 2006, received in July 2006, the Authority began concentrating heavily on leasing new units. The overall utilization rate for 2006 was approximately 95%, based on funding dollars. For the year ended 12/31/07, based on funding dollars, the utilization rate was 98%. Once again, this is a difficult objective to accomplish since the Authority was notified of the fiscal year 2007 funding in late June of 2007. The overall leasing rate for 2008 was greater than 100%. The over leasing in 2008 required HAGC not to issue Vouchers for 8 months so leasing rates would drop. Additionally, in 2008, HAGC had to utilize other funds to pay for over leased units. The overall leasing rate in 2009 was 98.1%. In September 2009 HAGC was awarded 97 more Vouchers exclusively for Non-Elderly Disabled Families in Support of Designated Public Housing (NED HCV's). The 2009 leasing rate does not include these vouchers. The 2010 leasing rate was 100.82% for dollars spent based on budget authority for housing assistance payments. Although we were under leased by 644 unit months, HAGC was not funded sufficiently to lease any additional units. The leasing rate for 2011 was about 103% for all HCV's. HAGC stopped issuing new HCV's in May 2011. Due to funding shortages, we did not begin issuing again until November 2011. In January 2012, HAGC had to reduce the Section 8 staff by 2 part time positions and 2 full time positions. This reduction in staff significantly affected our ability to lease turnover HCV's and complete the annual recertifications and interims in a timely manner. We have attempted to restructure the process, such as performing the annual recertification by mail rather than in person appointments whenever feasible. However, such actions have not negated the affect of the reduced staff. The final

leasing rate for 2012 was 94.99%. The leasing rate for 2013 was 101.66%. HAGC was again not funded enough housing assistance payments monies to sustain the 1927 HCV's we have been allocated by HUD. HAGC was funded enough to support 1750 HCV's. During 2013 HAGC utilized much of its prior HAP reserves (referred by HUD as Net Restricted Assets, NRA) to maintain the units under lease. The leasing rate for 2014 was 95.15% of the HAP funding provided by HUD. The leasing rate as of 05/31/15 was 92% of the eligible budget authority and the leasing rate for the fiscal year end was 89.14%.

3. The wait list for the Section 8 Housing Choice Voucher Program shall remain closed and only opened as determined necessary by the Executive Director on an ongoing basis.

**PRESENT:** Based on the Executive Director's determination of necessity, the Section 8 Housing Choice Voucher Program wait list will be reopened in August 2016. The Announcement will be properly published in accordance with HUD regulations and the Section 8 Administrative Plan. Applications will be accepted by mail and online via HAGC's website. The published notice will contain the dates and methods of application acceptance.

**HISTORY:** Due to funding cuts in 2005, HAGC stopped issuing HCVs. HAGC has been issuing vouchers since November 2005. HAGC opened the wait list for the Section 8 Housing Choice Voucher Program January 8-12, 2007, July 10-12, 2007, January 29-31, 2008, and January 20-22, 2009. HAGC accepted registrations January 26-28, 2010. A total of 2,127 registrations were processed during these days. HAGC accepted registrations again in January 2011. This time, the registrations were accepted only by mail and a total of 1461 registrations were received. The registrations had to be postmarked from January 24-29, 2011. The Section 8 Housing Choice Voucher wait list was not opened in 2012, 2013, 2014 or 2015.

4. The Housing Authority shall maintain the system to monitor concentration of units, and consider actions, such as increases in the payment standard in accordance with funding availability, needed to provide housing opportunities outside areas of low-income concentration.

**PRESENT:** In accordance with HUD regulations and with Board approval, HAGC continues to increase the Payment Standards to 110% of the FMR which in turn improve leasing and broaden the housing search. The Authority is maintaining deconcentration data in accordance with this objective.

**HISTORY:** A decrease in the 10/01/05 Fair Market Rents required the Authority to lower the payment standard for 3, 4 and 5 bedroom units. The 2006, 2007, and 2008 FMR's and, consequently, HAGC's payment standards increased. Based on the deconcentration data maintained by the Authority, the payment standard is the main factor that decreases a concentration of units. In addition to the FMR, the available funding affects the Authority's ability to increase the payment standard. HAGC

was not able to increase the payment standard based on the 2009 FMR's due to funding constraints. The 2010 FMR's decreased. However, HAGC kept the payment standards the same to promote deconcentration. Again in 2011 there was a slight decrease in the FMR's. During 2014, HAGC maintained the Payment Standards at 100% of the Fair Market Rents. On July 22<sup>nd</sup>, 2015, the board approved increasing the Payment Standards to 110% of the FMR in an effort to improve leasing.

**Goal Three:** Increase the number of affordable housing opportunities available to low-income residents of Gloucester County.

**Objectives:**

1. The Authority shall have two Section 8 HCV Homeownership closings by 2017.  
**PRESENT:** Presently, two HCV participants have been approved for Mortgages and are searching for home. In 2016 two public housing families withdrew from program assistance to become first time homeowners. Attendance rates in Homeownership Counseling Classes have improved, and the Authority's efforts to promote the County Down Payment Assistance Program have been successful. Many clients have secured large Escrow Deposits to assist with Homeownership.  
**HISTORY:** The Authority had five Section 8 Homeownership closings during 2005, five in 2006, and five in 2007. There was one closing in 2008 and three in 2009. Section 8 HCV Homeownership activity has slowed down due to the current housing market and corresponding mortgage crisis. There were no closings in 2010 or 2011, one in 2012, and none in 2013. In 2014, 4 families became Homeowners and 1 family searched for a home in 2015 but did not become homeowners.
2. The Authority shall pursue other development opportunities.  
**PRESENT:** Presently HAGC has 19 Project Based Vouchers to use at Camp Salute Veterans Housing Program which is in development to provide low to moderate income families housing with a Veteran Preference in Clayton New Jersey.  
**HISTORY:** In 2011, HAGC, in conjunction with its development partner, the Center for Family Services, applied for funding through HUD's Section 202 program to fund the development of an 80 unit elderly building in Woolwich Township. Only 3 projects in NJ were funded, none of which were located in the South Jersey region. HAGC continues to pursue other development opportunities to supplement the funding shortfalls from HUD.
3. The Authority shall continue implement a housing program benefiting families in danger of becoming homeless.  
**PRESENT:** The Authority is administering HOME funds for the County of Gloucester. The Gloucester County Board of Social Services refers families in danger of becoming homeless to the Authority. These families

are unable to obtain services from other organizations throughout the County. Currently 12 families are on the wait list for HOME funds and 8 families are under contract and receiving assistance. The Authority also maintains Targeted Section 8 Housing Choice Vouchers for eligible applicants who are homeless or imminently homeless. HAGC also is administrating 19 Veterans Affairs Supportive Housing Choice Vouchers for homeless Veterans in partnership with the Philadelphia VA.

**HISTORY:** In 2015 6 families are on the wait list for HOME funds and 8 families were under contract and receiving assistance.

**Goal Four:** Enhance the quality of life for residents of housing assisted by the Housing Authority.

**Objectives:**

1. Maintain a recreational/educational program for youth and pursue an additional program to benefit the youth.

**PRESENT:** HAGC staff and members of the Resident Advisory Board have been asked to investigate opportunities to serve and benefit the youth with free or minimal cost programs.

**HISTORY:** In 2005, 2006, and 2007 the Authority provided financial support to the National Youth Sports Program operated by the Gloucester County College as well as outreach to youth living in housing assisted by HAGC. The NYSP was cancelled in 2008 and 2009 due to lack of funding although, the Authority had passed a resolution to continue our financial support in 2008 and would have done so in 2009. The Resident Relations Coordinator also performed a mailing to families with youth from ages 16-20 years who may qualify for either the Youth One Stop Summer Program or the Youth One Stop Career Center. Additionally, the FSS Coordinator, Resident Relations Coordinator and Executive Director are members of the Gloucester County Youth Council. To date, the NYSP has not been re-established. HAGC is still searching for an alternative program to serve the youth. In 2012 HAGC polled 204-1 residents for interest in a summer exercise class for children. There was no interest expressed by the residents. The Authority continued to search for activities for the youth.

2. Maintain a system for regular communication between Commissioners, residents and staff.

**PRESENT:** Open and regular communication exists between Commissioners, residents and staff facilitated by the Resident Relations Committee, Resident Advisory Board, resident meetings and the Resident Relations Coordinator.

**HISTORY:** The Chairman of the Board of Commissioners appointed a

Resident Relations Committee in 2000. The Chair of the Committee is a resident of Colonial Park Apartments. The Committee Chair has met with resident leaders and reports to the full Board each month. The Housing Authority formed a Resident Advisory Board in 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014 2015 and 2016 to provide resident guidance on the development and update of the Agency and Annual Plans.

3. Maintain a cooperative relationship with an organization in the County providing self-sufficiency services to Housing Authority assisted families.

**PRESENT:** HAGC has committed to support various segments of the population through the use of Targeted Vouchers including, homeless families with referrals from VOA shelter, Services Empowering Rights of Victims (SERV), Center for Family Services Mother/Child Residential Program and New Point Behavioral Health (NPBH), Displaced by Community Redevelopment, Veterans. Presently the targeted vouchers are underutilized due to the Section 8 Housing Choice Voucher Wait list being closed. HAGC anticipated an increase in utilization with the opening of the wait list.

**HISTORY:** As of December 31, 2000, 30 WFNJ vouchers were leased. The Authority designated an additional 50 vouchers for the homeless on January 31, 2001. These HCV's remained 100% utilized as of June 2011. However, as of July 2012, targeted HCV's were only 84% utilized. Once again, the reduction in staff has hugely affected our ability to fulfill our mission. Yet there are no funds to fill the vacant positions. Additionally, the HAP funding constraints in 2013 prevent HAGC from fully utilizing all vouchers. The targeted HCV's were approximately 90% utilized in 2013, 64% in 2014 and 60% in 2015 YTD. The WFNJ Housing Choice Vouchers were 43% leased in 2014 and 35% in 2015. HAGC is attempting to lease up these HCV's. Also, see Objective 1.

4. Investigate a program to promote independence and aging in place for elderly and disabled Public Housing residents by December 31, 2006.

**PRESENT:** HAGC was awarded a 4<sup>th</sup> grant in the amount of \$246,000 over three years, 2016-2019, for the for the Resident Opportunity for Self-Sufficiency Program. (ROSS). Through the grant the following programs are provided: Art Class, Exercise Class, Health Fair Day, Social Activities including Bingo, Shuffle Board, Pool, Virtual Bowling, Internet and Computer Classes, Library memberships, Health & Education Workshops, Special Event BBQS & Parties, and Daily Living Assessments. HAGC also works in partnership with a nursing agency, DPSP, which provides nursing and wellness services to residents.

**HISTORY:** The Authority applied for funding under HUD's FY 2006 Supernofa for the Resident Opportunity for Self-Sufficiency Program. The closing date for the grant was July 13, 2006. The Authority received notification we were awarded \$76,066 over 3 years. The Authority implemented ROSS Health & Wellness Seminars for the Deptford and

Carino Park residents as well as assessing the residents for the need of additional services in accordance with the grant application. The grant closed March 31, 2010. HAGC was awarded a different ROSS Coordinator grant totaling \$112,000 for salaries and administrative costs over 3 years. HAGC continues to provide various ROSS Health and Wellness Seminars. In addition, we provide art lessons and exercise classes to residents of Deptford and Carino Park. The current ROSS grant also covers self sufficiency activities for the NJ 204-1 scattered site program. The second ROSS grant ended 6/30/13. HAGC was awarded a 3<sup>rd</sup> ROSS grant in the amount of \$243,000 over 3 years which ended 06/30/16. HAGC is preparing the application for another 3 year term which was submitted to HUD in 08/15. The majority of this grant is budgeted for salary and fringe benefits of the Coordinator over the 3 years.

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WILLIAM W. BAIN JR • Chairman  
BETTY JANE PURNELL • Commissioner  
BRENDEN GAROZZO • Commissioner  
SCOTT H KINTZING • Treasurer

DANIEL REED • Vice Chairman  
FRANK SMITH • Commissioner  
JOHN GIOVANNITTI • Commissioner  
KIMBERLY GOBER • Secretary-Executive Director

August 3, 2016

Board of Commissioners  
Housing Authority of Gloucester County  
100 Pop Moylan Blvd  
Deptford, New Jersey 08096

**Re: Annual Agency Plan for Fiscal Year 2017**

Dear Commissioners:

The Resident Advisory Board received copies of the Annual Agency Plan for Fiscal Year 2017. We reviewed the Plan and met with HAGC staff on June 13, 2016, June 27, 2016, July 18, 2016, and August 3, 2016. Please note our support of the following:

1. The RAB reviewed the Five Year Goals established for the Agency Plan and the progress towards HAGC's prior goals.
2. The RAB reviewed and supports the Housing Authority's Annual Agency Plan and Annual Plan of 2017.
3. The RAB reviewed and supports the Housing Authority's Plan for Designating Deptford Park Apartments and Carino Park Apartments for Occupancy by Elderly Households & Near-Elderly Disabled Households Exclusively.
4. The RAB supports the opening of the Section 8 Housing Choice Voucher wait list in August 2016.
5. The RAB supports the Capital Fund Budget and believes that the 2017 allocation is not sufficient to perform the desired modernizations.



6. In Accordance with The Housing Opportunity Through Modernization Act, The RAB supports the award of Project Based Vouchers at Nancy J. Elkis.

The Resident Advisory Board suggests the following recommendations to the Annual Plan. Recommendations were incorporated into the Plan where applicable.

1. Public Housing – Carino & Deptford Park Apartments

- Members of the Board are in favor of the Designation Plan limiting occupancy of both Carino Park and Deptford Park to elderly (62) or near-elderly disabled households.
- Members of the Board are in favor of HAGC's revised Pet Policy.
- Members of the Board are in favor of HAGC's revised Grievance Procedures.
- Members of the Board requested that HAGC management implement a uniform policy for issuance of parking permits to building residents.
- Members of the Board requested that HAGC management implement a uniform policy for review of security camera footage at the buildings.
- Members of the Board requested that HAGC management approve the use of specific models of Portable Air Conditions for individual use in units.
- Members of the Board wished to expand resident services and programs including: the installation of a new internet modem for resident use, computer classes, and more television channels in the community rooms.
- Members of the Board requested that HAGC management provide residents more advanced notice of entering individual units and implement a sign off granting permission to enter the units.
- Members of the Board requested that HAGC management provide residents with more feedback on work order statuses.
- Members of the Board requested that HAGC management designate specific smoking areas outside of each building.
- Members of the Board requested that HAGC provide trash cans for paper recycling near mail boxes.

2. Section 8 Housing Choice Voucher Program:

- Members of the Board support HAGC's revised Section 8 Housing Choice Voucher Program Administrative Plan. The Plan contains more information about protections under federal laws, including the

Americans with Disabilities Act of 1990 and the Violence Against Women's Reauthorization Act of 2013. The Policy also contains additional details HAGC's policy on Live-in Aide verification, guests, voucher extensions, moves with continued assistance, acceptance and denials of Request for Tenancy Approvals, and Fair Hearings.

- Members of the Board are in favor of HAGC's revised Grievance Procedures.

We understand that the above comments and suggestions, when appropriate, have been included into the Five Year Agency and Annual Plans.

We also would like to convey our appreciativeness for the programs provided by the Housing Authority of Gloucester County.

We look forward to working with you in the future

Sincerely,



Jeff McFetridge  
Chairman  
Public Housing-Deptford Park



Margaret Bowens  
Secretary  
Section 8 Housing Choice Voucher

# HOUSING AUTHORITY OF GLOUCESTER COUNTY

## STATEMENT REGARDING THE VIOLENCE AGAINST WOMEN'S ACT

### ATTACHMENT TO 2017 ANNUAL PLAN

The Housing Authority of Gloucester County has allocated up to 104 Section 8 Housing Choice Vouchers for victims of domestic violence. These vouchers are available to clients referred by various social service agencies who certify the client as a victim of domestic violence. The Authority has inter-local service agreements with agencies that provide counseling, transitional housing, and other services to domestic violence victims. Some of these affiliations date back to 1999. Historically, the Authority has provided letters of support when any of these agencies have applied for funding.

The Authority has implemented the new hap contract and tenancy addendum, issued by HUD in February 2007, which includes protection for victims of domestic violence. The Authority reviews the tenancy addendum in detail with the clients, prior to their signing it. This activity is performed to ensure our clients are aware of their rights under the Violence Against Women Reauthorization Act of 2013 (VAWA). The Authority has also implemented the use of HUD-50066, Certification of Domestic Violence, Dating or Stalking, when applicable. Further, the Authority provides the attached notices of rights, protections and exception under VAWA to Housing Choice Voucher Program Owners, Applicants, Participants and Public Housing Applicants and Tenants.

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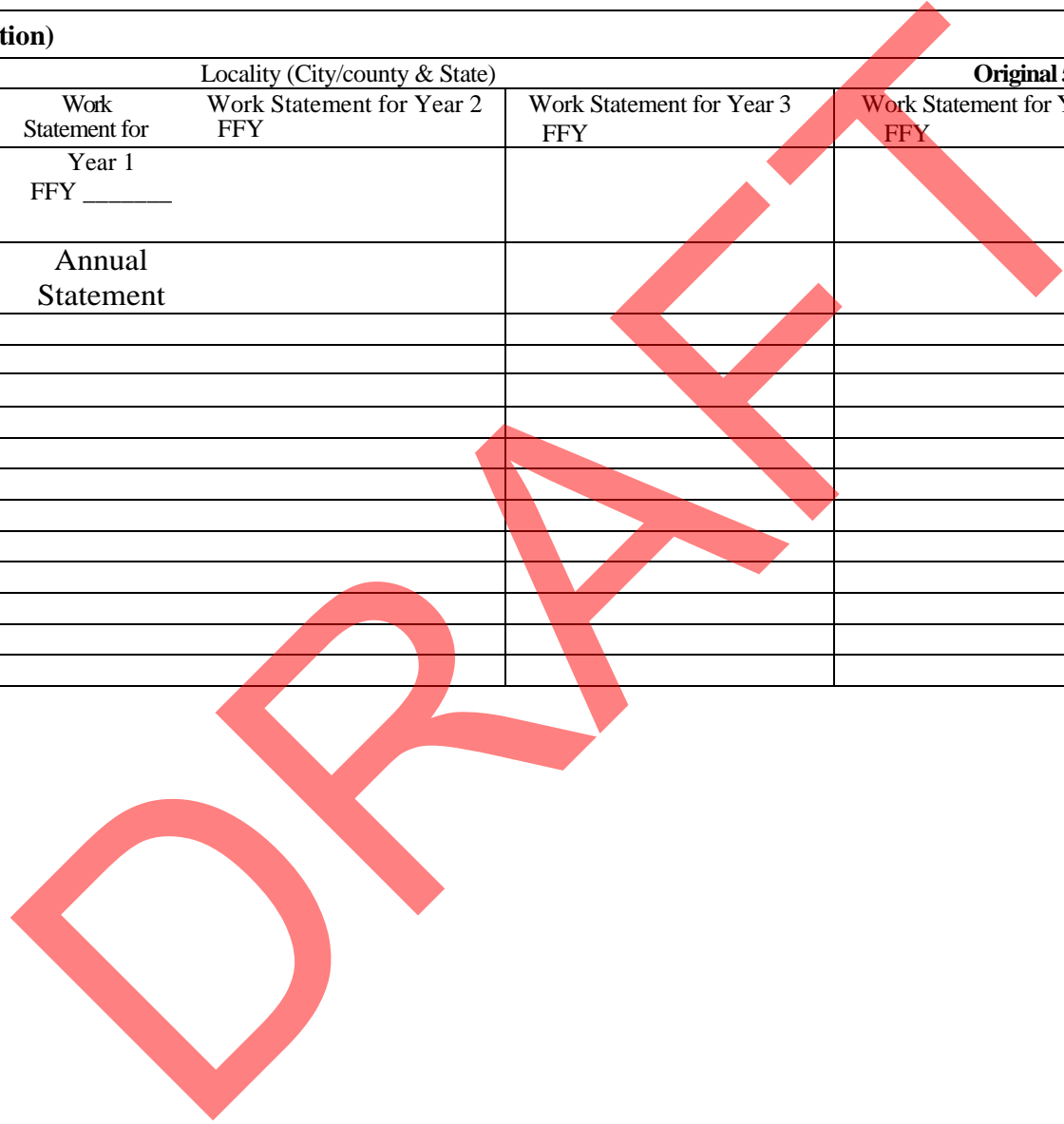
**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 08/30/2011

<b>Part I: Summary</b>						
PHA Name/Number		Locality (City/County & State)			Original 5-Year Plan	Revision No:
A.	Development Number and Name	Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY 2017	Work Statement for Year 3 FFY 2018	Work Statement for Year 4 FFY 2019	Work Statement for Year 5 FFY 2020
B.	Physical Improvements Subtotal	Annual Statement				
C.	Management Improvements					
D.	PHA-Wide Non-dwelling Structures and Equipment					
E.	Administration					
F.	Other					
G.	Operations					
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds					
L.	Total Non-CFP Funds					
M.	Grand Total					

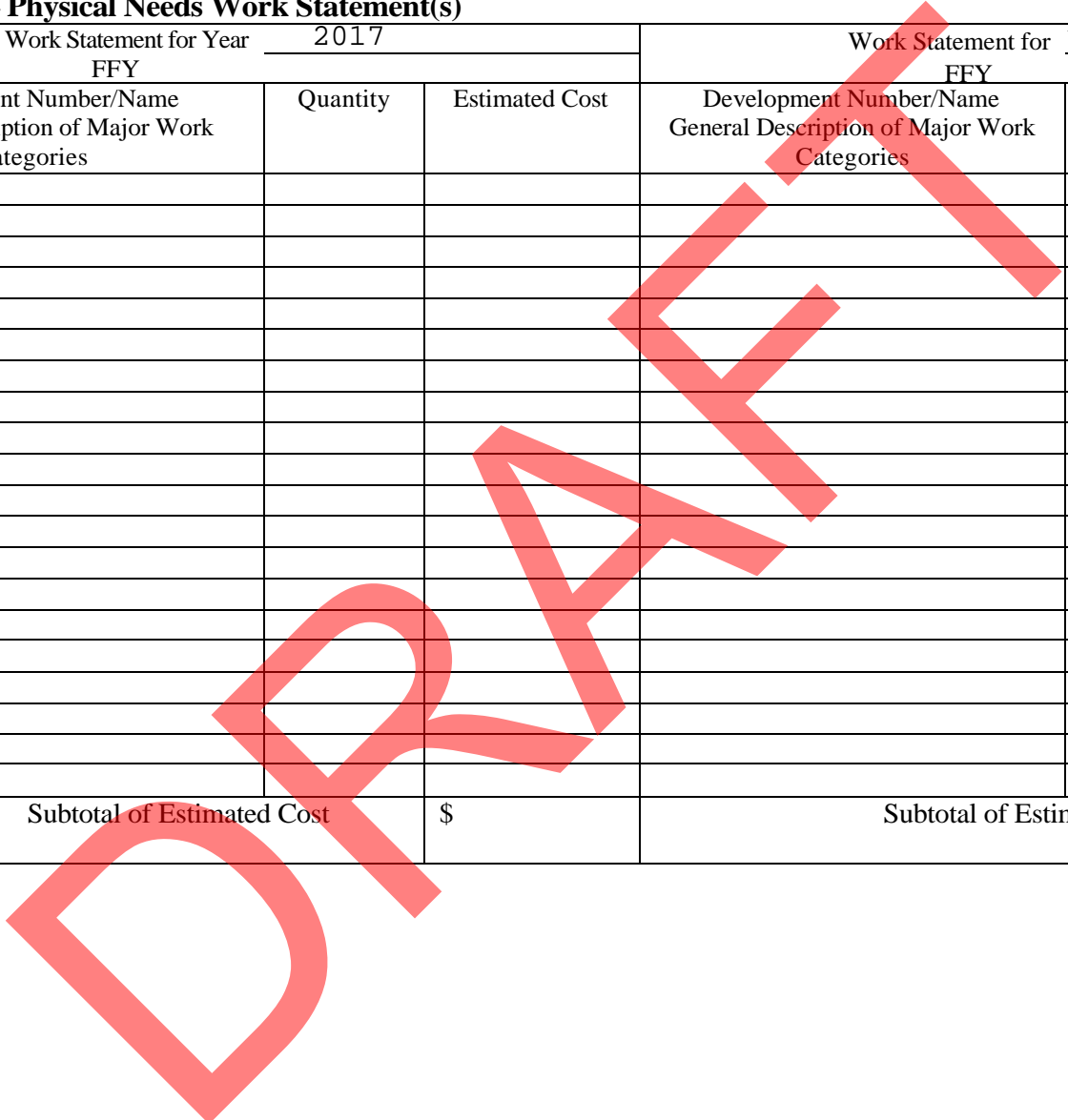
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<b>Part I: Summary (Continuation)</b>							
PHA Name/Number		Locality (City/county & State)			Original 5-Year Plan		Revision No:
Development Number and Name	Work Statement for Year 1 FFY _____	Work Statement for Year 2 FFY	Work Statement for Year 3 FFY	Work Statement for Year 4 FFY	Work Statement for Year 5 FFY		
	Annual Statement						



**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY _____	Work Statement for Year <u>2017</u> FFY			Work Statement for Year: <u>2018</u> FFY		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual Statement						
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$





**Part II: Supporting Pages – Physical Needs Work Statement(s)**

Work Statement for Year 1 FFY _____	Work Statement for Year 2019			Work Statement for Year: 2020		
	FFY			FFY		
	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost	Development Number/Name General Description of Major Work Categories	Quantity	Estimated Cost
See						
Annual Statement						
	Subtotal of Estimated Cost		\$	Subtotal of Estimated Cost		\$

