

PHA Plans

Streamlined Annual Version

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

OMB No. 2577-0226
(exp. 05/31/2006)

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 that introduced 5-year and annual PHA Plans. The full PHA plan provides 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 and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 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.

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Streamlined Annual PHA Plan

for Fiscal Year: 2007

PHA Name: New Jersey Department of Community Affairs, Division of Housing

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: New Jersey Department of Community Affairs, Division of Housing

PHA Number: NJ912

PHA Fiscal Year Beginning: (mm/yyyy) 07/2006

PHA Programs Administered:

Public Housing and Section 8

Number of public housing units:
Number of S8 units:

Section 8 Only

Number of S8 units: 18,452

Public Housing Only

Number of public housing units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Dennis Gallagher
TDD: (609) 278-0175

Phone: (609) 633-6153
Email (if available): dgallagher@dca.state.nj.us

Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

Main administrative office of the PHA
 PHA development management offices
 Main administrative office of the local, county or State government
 Public library PHA website Other (list below)

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

- Main business office of the PHA PHA development management offices
 Other (list below)

Streamlined Annual PHA Plan

Fiscal Year 2007

[24 CFR Part 903.12(c)]

Table of Contents

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A.	PHA PLAN COMPONENTS	PAGE
<input type="checkbox"/>	1. Site-Based Waiting List Policies	N/A
	903.7(b)(2) Policies on Eligibility, Selection, and Admissions	
<input type="checkbox"/>	2. Capital Improvement Needs	N/A
	903.7(g) Statement of Capital Improvements Needed	
<input checked="" type="checkbox"/>	3. Section 8(y) Homeownership	6
	903.7(k)(1)(i) Statement of Homeownership Programs	
<input type="checkbox"/>	4. Project-Based Voucher Programs	N/A
<input type="checkbox"/>	5. PHA Statement of Consistency with Consolidated Plan. Complete only if PHA has changed any policies, programs, or plan components from its last Annual Plan.	N/A
<input checked="" type="checkbox"/>	6. Supporting Documents Available for Review	9
<input type="checkbox"/>	7. Capital Fund Program and Capital Fund Program Replacement Housing Factor, Annual Statement/Performance and Evaluation Report	N/A
<input type="checkbox"/>	8. Capital Fund Program 5-Year Action Plan	N/A
<input checked="" type="checkbox"/>	9. Comments on the Streamlined Annual PHA Plan and the Housing Choice Voucher Program Administrative Plan	Attachment A

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, *Certification for a Drug-Free Workplace*;

Form HUD-50071, *Certification of Payments to Influence Federal Transactions*; and

Form SF-LLL & SF-LLLa, *Disclosure of Lobbying Activities*.

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information: (Name, number, location)	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics

2. What is the number of site based waiting list developments to which families may apply at one time?
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list?
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to next component.

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

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

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

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

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
<input type="checkbox"/>	Revitalization Plan under development
<input type="checkbox"/>	Revitalization Plan submitted, pending approval
<input type="checkbox"/>	Revitalization Plan approved
<input type="checkbox"/>	Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. Yes No: Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

5. Yes No: Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

2. Program Description: See Chapter 18 of the program's Housing Choice Voucher Program Administrative Plan.

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year?

b. PHA-established eligibility criteria

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

If yes, list criteria:

The minimum income required for program participation by elderly or disabled applicants is 12 times the monthly SSI/SSD amount for the State of New Jersey (see page 18-4 of our Housing Choice Voucher Program Administrative Plan).

c. What actions will the PHA undertake to implement the program this year (list)?

The DCA will continue to work with the counseling agencies to address participants' credit issues. In addition, the DCA will identify additional lenders to participate in the program.

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be 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.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

1. Consolidated Plan jurisdiction: (provide name here)

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
 - The PHA has based its statement of needs of families on its waiting lists on the needs expressed in the Consolidated Plan/s.
 - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
 - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
 - Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
 - Other: (list below)

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

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Sufficiency
	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
	Section 8 informal review and hearing procedures. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program (See Chapter 18 of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements				
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures				
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part II: Supporting Pages								
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	

7. Capital Fund Program Annual Statement/Performance and Evaluation Report and Replacement Housing Factor

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule**

PHA Name:		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:					Federal FY of Grant:
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan					
Part I: Summary					
PHA Name				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:
	Annual Statement				
CFP Funds Listed for 5-year planning					
Replacement Housing Factor Funds					

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan						
Part II: Supporting Pages—Work Activities						
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

8. Capital Fund Program Five-Year Action Plan

Capital Fund Program Five-Year Action Plan Part II: Supporting Pages—Work Activities					
Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Total CFP Estimated Cost		\$			\$

Attachment A (nj912a01)

Comments on the Streamlined Annual PHA Plan and the Housing Choice Voucher Program Administrative Plan

Three meetings of the Resident Advisory Board were held to discuss the proposed changes to the program's Housing Choice Voucher Program Administrative Plan and the Streamlined Annual PHA Plan. The first meeting occurred on November 18, 2005. At this meeting a written summary of the proposed changes was distributed to each member in attendance, and each item was discussed with the members. Written comments were also solicited from the members on the proposed changes and also on any of the other discretionary policies of the program that are described in these documents.

The second meeting with the members of the Resident Advisory Board occurred on January 4, 2006. All of the proposed changes were once again reviewed and discussed with the members in attendance. At this meeting, written comments were again solicited from the members.

The final meeting of the Resident Advisory Board occurred on February 24, 2006 for a final review and discussion of the proposed changes. Most of the discussion time was dedicated to two issues: (1) The proposal to rely on an owner's certification to verify that a unit is in compliance with the housing quality standards, and (2) The program's interim reexamination policy.

The key points of discussion on the issue of owner certification centered on the severity of the failing conditions and the form of confirmation that will be required from program participants.

This practice will only be permitted if, in the judgment of the field office supervisor, the repair items do not pose a serious threat to the household's health and safety. In addition, this practice will only be utilized with owners that are participating in the program at the time and have a history of compliance with the housing quality standards.

On the matter of validation by the participant, it was decided that written confirmation by the head of household would be required. Verbal confirmation of the completion of the repairs by way of a telephone call will not be accepted.

The topic of the circumstances under which the program would increase the tenant rent to owner at an interim reexamination was discussed with the members at each of our three meetings. This issue was presented as an opportunity to:

1. Add additional circumstances under which an increase in the tenant rent to owner would be implemented;
2. Adopt a policy under which *all* increases in annual income would result in an increase in the tenant rent to owner; or
3. Adopt no changes to the current policy.

The program's current policy includes two circumstances under which the program would increase a program participant's share of the rent at an interim reexamination:

- A new member of the household provides the household with an additional source of income; or

- A household reporting no income begins to receive income.

A number of suggestions were made that expanded the circumstances under which the program would increase the tenant rent to the owner. After listing all of the proposals, a common element was observed that helped us to arrive at the final proposal to the members of the Resident Advisory Board. What all of the proposals shared with the current policy was that it involved a new *source* of income. This was the case whether it involved a new member of the household, an existing household member, or a household reporting a change from one income source to another.

The program's interim reexamination policy (p. 11-6) is revised to include two circumstances under which the program would increase a program participant's share of the rent at an interim reexamination:

- The household reports that a member of the household is now receiving income from a new source; or
- The household reports an increase in their total annual income that is equal to or greater than 10 percent of the household's current annual income.

At the conclusion of the final meeting with the members of the Resident Advisory Board, it was announced that any written comments from the members were due on March 10, 2006. No written comments were received from the members.

On April 10, 2006, a public hearing was conducted to review the proposed changes to the Streamlined Annual PHA Plan and the Housing Choice Voucher Program Administrative Plan. The public hearing was announced on the program's Website (www.nj.gov/dca/dh), and by publication of a public notice in the April 5th edition of the Bergen Record and the Trenton Times, and in the April 6th edition of the Atlantic City Press and The Star-Ledger.

Comments on the Streamlined Annual PHA Plan

One comment was made about the Homeownership Program:

Comment. On page 7 of the Streamlined Annual PHA Plan, the program has selected the first check box to describe our capacity to administer the Homeownership Program. This item states that the program has established a minimum downpayment requirement of 3 percent of the purchase price and requires that at least 1 percent of the purchase price come from the family's resources. The commenter suggested that the last check box should also be selected and the program should describe its experiences in administering other homeownership efforts.

Response. The Housing Assistance Element has not had experience administering other homeownership programs prior to the introduction of the Section 8 Homeownership Program in October 2000. For this reason, the program's response on this item is unchanged.

Comments on the Housing Choice Voucher Program Administrative Plan

Comment. One comment was received about the proposal to state in a public notice announcing the opening of a waiting list that applications must be mailed to the applicant services unit. Applications submitted by facsimile will no longer be accepted.

Response. The model public notice included in the Administrative Plan (Exhibit 2-1) has stated that the applicant should complete their application form and “mail it to” our applicant services unit. The program believes that all needy households should have an equal opportunity to apply to the program. Requiring all applicants to mail their application to the program’s central office ensures that all applications are handled in a uniform and consistent manner.

Comment. One comment was received about the program adding the parenthetical notes to the list of close relatives who may not be allowed to be participating owners (see page 3-3).

Response. In accordance with 24 CFR §982.306 (PHA disapproval of owner), the program must not approve a unit if the owner is the parent, child, grandparent, grandchild, sister or brother of any member of the family, unless the program determines that approving the unit would provide reasonable accommodation for a family member who is a person with disabilities. This prohibition was expanded in this edition of the Administrative Plan based upon a review of the Housing Assistance Payments Contract for the Housing Choice Voucher Program. In section 13 (Conflict of Interest) it is explained that this prohibition also extends to the stepparent, stepchild, and stepsister or stepbrother of any member of the family.

If, because of divorce, the property owner is no longer an immediate family member, the property owner may enter into a HAP Contract with the program to benefit their former family member. It should also be pointed out that this restriction only applies at the time a household initially receives housing assistance for occupancy of a particular unit, and does not apply to the approval of a new tenancy with continued assistance in the same unit.

Comment. It was suggested that the program should conduct housing inspections within five workdays of the receipt of a *Request for Tenancy Approval* form.

Response. In accordance with 24 CFR §982.305, *PHA approval of assisted tenancy*, the program must inspect the unit selected by the family “within a reasonable time after the family submits a request for approval of the tenancy. To the extent practicable, such inspection and determination must be completed within fifteen days after the family and the owner submit a request for approval of the tenancy.” Special unit inspections, of course, are another matter. An inspection in response to a participant’s complaint is scheduled within five workdays of the household’s complaint (see page 14-8). In addition, if a participant reports a housing violation that presents a life-threatening situation, an inspection is scheduled at the time of the household’s complaint (see page 14-3).

Comment. One commenter suggested that the program could speed up the time it takes to approve or deny a request for approval of the tenancy by accepting the results of a municipal code enforcement official in lieu of a housing quality standards inspection by a program inspector.

Response. The program believes that it is in full compliance with the requirements of 24 CFR §982.305, *PHA approval of assisted tenancy* when it comes to scheduling and completing housing quality standards inspections. In addition, we are currently making an effort to improve our performance in this aspect of program administration by training our field staff to use the inspection module of the Housing Pro software. Use of the inspection module will provide the program with an integrated system to assist with scheduling, conducting inspections, producing inspection reports, and management reports for the administrative staff.

Comment. One commenter stated that the program does not describe the disallowance of increases in earned income for persons with disabilities in the Housing Choice Voucher Program Administrative Plan.

Response. Information pertaining to income, assets, and adjustments to income is found in Appendix A of the Housing Choice Voucher Program Administrative Plan. In this case, a definition of who would qualify for this income exclusion and an example of how the program would determine a household's share of the rent under these circumstances is included on pages 8 and 9 of Appendix A. As suggested by the commenter, a reference to Appendix A will be included in Chapter 6 of the Administrative Plan.

Comment. One commenter suggested that the program should make an audio recording of all informal hearings that are conducted to determine whether program participants violated the obligations of a participant and should be terminated from participating in the program.

Response. The informal hearings requested by program participants are stress-filled enough for the households without the added pressure of recording equipment. Households enter the hearing room feeling intimidated and out numbered and are at times reluctant to speak up in their defense for fear of saying the wrong thing. Recording equipment would only exacerbate these feelings.

There would also be the added expense for the triplication of the recording (1 tape for the hearing officer, 1 tape for the household, and 1 tape for the field office).

It is explained to the household prior to the commencement of the informal hearing that a copy of all the evidence presented to the hearing officer is given to them for examination and comparison. It is also explained how they are identified and labeled so that when the household receives their final decision they can match the evidence to the facts. Recording equipment would only complicate and formalize a process that is meant to be informal.

If the household wishes to appeal the final decision of the program to the appellate division, an audio recording will be made at this much more formal setting.

Comment. One commenter suggested that the program should review the cost of tenant-paid utilities more frequently.

Response. The program complies with the requirements of 24 CFR §982.517(c) with regard to revisions of utility allowance schedules. Each year the program reviews its schedule of utility allowances and revises the allowances for a utility category based upon the current unit cost. Information to determine the current unit costs is obtained directly from Conectiv (Atlantic Electric), Jersey Central Power & Light (First Energy), Public Service Gas & Electric, NUI/Elizabethtown Gas, New Jersey Natural Gas, South Jersey Gas, the U.S. Department of Energy, and from a number of the larger water companies serving the state.

Comment. One comment was received on the termination of assistance plan that was added to Chapter 17 of the Housing Choice Voucher Program Administrative Plan. In the event the program determines that funding under the Annual Contributions Contract is insufficient to continue to assist all households, the program would have to reduce the size of the program to a supportable level. Any reduction in the size of the program, however, will be implemented with protections afforded to elderly households and to households that include a person with disabilities. Participants who have their assistance terminated will be those who receive the lowest amount of housing assistance. The commenter was concerned about how the program would determine the dividing line between who is terminated and who would continue to receive housing assistance.

Response. The program's termination plan is a contingency plan that would only be implemented in the event of extreme financial difficulties. The program hopes that such a draconian course of action would never be necessary and will explore all reasonable cost-saving measures to prevent such an eventuality.

In the unlikely event the program is forced to reduce program size, a detailed analysis of program costs would be undertaken to determine the number of participants that could be assisted under the current fiscal year's housing assistance funding. The average per unit cost, which is determined each month by the program's fiscal office, is the key element in determining the number of participants that can be assisted. Once the affordable number is established, all participants receiving housing assistance under the determined amount will have their participation in the program terminated. The program believes that this plan is in keeping with the principal of assisting those with the greatest housing need and will continue to manage the program in a fiscally prudent manner so that all current program participants can reasonably expect continuity of assistance.