
*Housing Authority of the
City of Vineland*

191 W. Chestnut Ave. – Vineland, NJ 08360



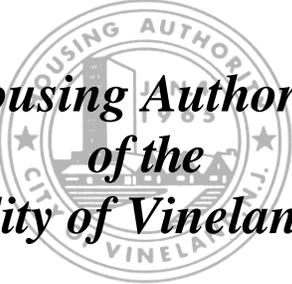
Board of Commissioners'

Meeting

April 15, 2021

5 p.m.

Board of Commissioners
Mario Ruiz-Mesa, Chairman
Chris Chapman
Brian Asselta
Daniel Peretti
Alexis Cartagena
Gary Forosisky
Rudolph Luisi
Charles W. Gabage, Esquire – Solicitor



**Housing Authority
of the
City of Vineland**

Administration Building
191 W. Chestnut Avenue
Vineland, New Jersey 08360

Telephone: 856-691-4099
Fax: 856-691-8404
TTY: 800-852-7899

Jacqueline S. Jones, Executive Director

April 9, 2021

The Board of Commissioners
Housing Authority of the City of Vineland
Vineland, New Jersey 08360

Dear Commissioner:

The Regular Meeting for the Housing Authority of the City of Vineland will be held via Zoom video/tele-conference Thursday, April 15, 2021 at **5:00 p.m.**

The Board may go into executive session to discuss personnel matters and any other housing business that meets the criteria for an executive session. Formal action may be taken.

Sincerely,



Jacqueline S. Jones
Executive Director

JSJ:gp

Enclosures

REVISED

Housing Authority of the City of Vineland

A G E N D A

Thursday, April 15, 2021

5:00 p.m.

Via Zoom Video/Tele-Conference

1. Open Meeting
2. Roll Call
3. Reading of the "Sunshine Law Statement"
4. Approval of Minutes of the Regular Meeting conducted on March 18, 2021
5. Fee Accountant's Report
6. Executive Director's Report (**UPDATED**)
7. Committee Report
8. Old Business
 - a. Rick Ginnetti, The Brooke Group - Kidston/Olivio Renovations Update; Scattered Site Disposition Update;
9. New Business
10. Resolutions:
 - # 2021-18 Monthly Expenses (**UPDATED**)
 - # 2021-19 Authorize Leave of Absence (Edwin Gomez – FMLA)
 - # 2021-20 Approve Scattered Site Relocation Plan – updated April 2021
- Executive Session if required*
11. Comments from the press and/or public (*limited to 5 minutes for each speaker*)
12. Comments from Board Members
13. Adjournment

Housing Authority of the City of Vineland

REGULAR MEETING
Thursday, March 18, 2021
5:00 p.m.

The Regular Meeting of the Housing Authority of the City of Vineland was called to order via video teleconference by Chairman Ruiz-Mesa on Thursday, March 18, 2021 at 5:00 p.m. at the office of the Authority located at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

The following Commissioners were present:

Commissioner Chris Chapman
Commissioner Rudolph Luisi
Commissioner Alexis Cartagena **(absent)**
Commissioner Gary Forosisky
Commissioner Daniel Peretti
Commissioner Brian Asselta
Chairman Mario Ruiz-Mesa

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Charles W. Gabage, Esquire – Solicitor, Linda Cavallo – Accountant and Gloria Pomales Executive Assistant.

Chairman Ruiz-Mesa read the Sunshine Law.

Chairman Ruiz-Mesa entertained a motion to approve the minutes of the Regular Meeting held on February 18, 2021. A motion was made by Commissioner Asselta and seconded by Commissioner Peretti. The following vote was taken:

Commissioner Chris Chapman (Abstain)
Commissioner Rudolph Luisi (Absent)
Commissioner Alexis Cartagena (Absent)
Commissioner Gary Forosisky (Yes)
Commissioner Daniel Peretti (Yes)
Commissioner Brian Asselta (Yes)
Chairman Mario Ruiz-Mesa (Yes)

Chairman Ruiz-Mesa called for the Financial Report from the Fee Accountant. Linda Cavallo reviewed the Financial Report for the five months ending February 28, 2020.

Executive Director's Report:

Chairman Ruiz-Mesa requested the Executive Administrative Report. Mrs. Jones stated there are three items for award tonight. Security Cameras for Asselta Acres will be replaced due to current cameras being outdated along with the need for an upgraded recording system. This will be paid from the construction fund from the RAD conversion for Tarkiln and Asselta. Moving Services will be awarded for Kidston Towers for resident relocation due to the construction that will begin involving residents' units. This is for a moving company to move residents out of Kidston Towers to other units as well internal moves. Towing Services will be awarded for towing vehicles parked in no-parking areas at all of the Authority's properties.

The Kidston and Olivio Towers internal renovation of the building has been delayed a bit because of COVID. The moving company will be awarded tonight for moving residents for this renovation process. Lynn Hoban has been assigned as the Relocation Specialist who will be the contact for all the residents at Kidston Towers that are moving. Plumbing replacement will begin in the G & H risers first. Every unit will have a new bathroom and will also be painted. Not all of the units in those 2 risers are occupied, but those that are occupied, the existing tenants in those 2 risers as well as the first-floor tenants will be relocated. They will be offered units at Tarkiln Acres, D'Orazio Terrace or Olivio Towers. This can be a temporary move if resident chooses it to be a temporary move, but the VHA is encouraging a permanent move. Mrs. Jones expects it to be a permanent move because based on past resident preference, it is more desirable to be in a garden style apartment than a high rise. If a resident does not want to permanently relocate to a unit offsite they have the right to return to Kidston Towers. It will not be in their same unit, but another unit will be available for their return. The moving company will move everything the resident owns as well unpack it at the new location. Lynn Hoban is the residents one point of contact who is very patient, kind and soft spoken and we feel she will be excellent with working with the residents for their moves. Once the G & H risers are completed the temporary moves will begin within the building and construction will begin in the next two risers. The 20 units that are finished will be set up as hotel units. They will be furnished and set up with cable, phone, etc. A 6-week timeframe is anticipated for these temporary relocations. The communication with the residents is starting to happen now as well as one-on-one conversations with the residents about their specific relocation. It is a big job and it will take the next 18 months to get through the entire process.

Meetings are set up for the end of this month via zoom with scattered site residents to discuss the disposition of the homes and options for the residents. Two meetings are set up in English and one is set up in Spanish. The meeting is to continue the conversation that was started a couple of years ago about the scattered site disposition process. Consultant, Rick Ginnetti and Mrs. Jones will be hosting the Zoom meetings and Gloria will be joining the Spanish meeting for translation. The residents' options will be discussed again. They can be issued voucher and can relocate to another unit or possibly purchase their home or another home. Residents must be in good standing to receive a voucher.

Over the past several months Mrs. Jones reported on the tenant accounts receivable issue and how it has been growing. Two staff members, Elizabeth Bermudez and Mike Dever are working on this situation. They have been communicating with the residents with many letters to call if the resident needs to set up a repayment agreement. In the beginning there was not a lot of feedback, but then the VHA started to get some feedback. Currently, several residents have come in and paid of their balances. There are currently about 12 repayment agreements that have been executed. There are a group of residents that just ignore the VHA's attempts to communicate with them. They do not call back or respond to the letters. These particular residents happen to be mostly families. Some are from Asselta Acres, but the majority of them that have a large balance are from the Scattered Sites.

Melrose Court has one vacancy that the VHA is working on filling. There is another vacancy coming up. Both of these vacancies are due to both residents that are buying their own homes. There are a few non-payment issues at Melrose, one being rather large.

Committee Report: None.

Old Business: None.

New Business: None.

With no other discussion in related matters the Chairman moved to the Resolutions.

Resolution #2021-14
Resolution to Approve Monthly Expenses

Chairman Ruiz-Mesa has reviewed the expenses and recommends them for payment in the sum of \$866,036.37. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2021-15
Resolution to Award Contract for the Replacement of Security Cameras at Asselta Acres

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-15. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2021-16
Resolution to Award Moving Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-16. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The following vote was taken:

Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

Resolution #2021-17
Resolution to Award Towing Services Contract

Chairman Ruiz-Mesa called for a motion to approve Resolution #2021-17. A motion was made by Commissioner Asselta; seconded by Commissioner Chapman. The following vote was taken:

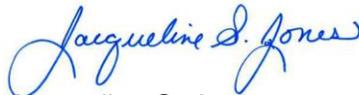
Commissioner Chris Chapman	(Yes)
Commissioner Rudolph Luisi	(Yes)
Commissioner Alexis Cartagena	(Absent)
Commissioner Gary Forosisky	(Yes)
Commissioner Daniel Peretti	(Yes)
Commissioner Brian Asselta	(Yes)
Chairman Mario Ruiz-Mesa	(Yes)

There is no need for Executive Session.

Chairman Ruiz-Mesa asked for comments from the press and/or public. No additional comments from Board Members.

With no further business to discuss, Chairman Ruiz-Mesa entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Chapman; seconded by Commissioner Asselta. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 5:21 p.m.

Respectfully submitted,



Jacqueline S. Jones
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND
FINANCIAL REPORT FOR THE SIX MONTHS ENDED MARCH 31, 2021

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU MARCH</u>	<u>ACTUAL THRU MARCH</u>	<u>FROM BUDGET (+OVER/-UNDER)</u>
<u>INCOME</u>				
TENANT RENT	964,500	537,650	506,339	(31,311)
UTILITY REIMB.	(1,000)	(500)	(924)	(424)
EXCESS UTILITIES	600	600	555	(45)
LAUNDRY AND VENDING	3,550	3,075	4,274	1,199
OTHER INCOME MISC.	7,560	4,250	(4,660)	(8,910)
PHA OPERATING SUBSIDY	458,020	292,170	327,597	35,427
SECTION 8 ADMIN. FEE INCOME	790,000	395,000	333,939	(61,061)
CAPITAL FUNDS	324,990	162,495	0	(162,495)
ROSS GRANT	90,000	45,000	0	(45,000)
FSS GRANT-PH	70,000	35,000	35,000	0
CSP-CONGREGATE SERVICES INCOME	87,070	44,210	40,935	(3,275)
INVESTMENT INCOME	12,760	6,660	3,269	(3,391)
CF MANAGEMENT FEE	155,430	77,715	0	(77,715)
MGMT FEE-PH	301,000	150,500	99,502	(50,998)
MGMT FEE-SEC 8	133,200	66,600	58,452	(8,148)
MGMT FEE-MELROSE	12,000	6,000	8,971	2,971
MGMT FEE-RAD	106,000	53,000	121,728	68,728
BOOKKEEPING FEE	33,330	16,665	10,042	(6,623)
BOOKKEEPING FEE-SEC 8	83,250	41,625	36,532	(5,093)
ASSET MGMT FEE	45,000	22,500	14,380	(8,120)
ROOFTOP RENTALS	9,000	9,000	9,115	115
SHOP RENT	64,800	32,400	32,400	0
INCOME FROM OTHER AUTHORITIES	241,910	120,955	140,077	19,122
SERVICE INCOME FROM MELROSE	34,000	17,000	21,790	4,790
MISCELLANEOUS INCOME	200	100	11,341	11,241
TRANSFERS IN	1,680	840	0	(840)
TOTAL INCOME	4,028,850	2,140,510	1,810,654	(329,856)
<u>EXPENSES</u>				
ADMINISTRATION:				
ADMINISTRATIVE SALARIES	836,050	426,360	378,708	(47,652)
PAYROLL TAXES	140,490	71,645	29,051	(42,594)
HEALTH BENEFITS	273,960	139,900	102,496	(37,404)
PENSION EXPENSE	56,530	28,975	34,060	5,085
CRIMINAL BACKGROUND CHECKS	6,000	3,000	27	(2,973)
TNT/EMPL SCREENING	1,000	500	4,651	4,151
LEGAL-GABAGE	25,830	13,080	8,350	(4,730)
LEGAL-OTHER	5,000	2,500	1,745	(755)
STAFF TRAINING	17,500	9,000	696	(8,304)
TRAVEL	3,420	1,795	0	(1,795)
ACCOUNTING	85,000	42,500	42,500	0
AUDITING	32,900	17,200	17,200	0
PORT OUT ADMIN FEES	4,000	2,000	1,698	(302)
MANAGEMENT FEES	297,380	162,375	157,953	(4,422)
BOOKKEEPING FEES	105,580	54,790	46,575	(8,215)
ASSET MGMT FEES	20,640	11,820	14,380	2,560
CONSULTANTS	8,000	4,000	1,006	(2,994)
IT CONSULTANTS	90,670	46,170	22,620	(23,550)

HOUSING AUTHORITY OF THE CITY OF VINELAND
FINANCIAL REPORT FOR THE SIX MONTHS ENDED MARCH 31, 2021

	ANNUAL BUDGET	BUDGET THRU MARCH	ACTUAL THRU MARCH	FROM BUDGET (+OVER/-UNDER)
CONSULTANTS-RAD	8,000	4,000	0	(4,000)
RAD CONVERSION EXPENSES	6,000	3,000	0	(3,000)
MEMBERSHIP DUES/FEES	7,370	3,770	1,607	(2,163)
PUBLICATIONS	2,470	1,320	0	(1,320)
ADVERTISING	5,030	2,680	2,095	(585)
OFFICE SUPPLIES	9,920	5,170	2,082	(3,088)
COMPUTER & SOFTWARE EXPENSES	110,170	55,670	71,712	16,042
FUEL-ADMIN	4,670	2,420	0	(2,420)
PHONE AND INTERNET	44,870	22,770	15,988	(6,782)
POSTAGE	9,800	5,150	5,602	452
COPIER SUPPLIES	6,170	3,420	3,376	(44)
SMALL OFFICE EQUIPMENT	2,000	1,000	1,618	618
APPLICATION FEES	1,000	500	0	(500)
INSPECTION FEES	17,710	10,125	9,670	(455)
MISCELLANEOUS EXPENSES	59,350	30,050	9,764	(20,286)
TOTAL ADMINISTRATION EXPENSES	<u>2,304,480</u>	<u>1,188,655</u>	<u>987,230</u>	<u>(201,425)</u>
TENANT SERVICES:				
SALARIES-CONGREGATE SERVICES	45,600	22,800	18,519	(4,281)
PAYROLL TAXES	3,650	1,825	1,426	(399)
MEALS	44,000	22,000	18,841	(3,159)
FSS ESCROWS-PH	4,800	2,400	1,947	(453)
OTHER	11,370	5,685	2,662	(3,023)
TOTAL TENANT SERVICES	<u>109,420</u>	<u>54,710</u>	<u>43,395</u>	<u>(11,315)</u>
UTILITIES:				
WATER	39,630	22,105	21,974	(131)
ELECTRIC	182,940	102,640	99,262	(3,378)
GAS	48,400	34,450	22,255	(12,195)
GARBAGAE/TRASH REMOVAL	19,870	9,935	9,936	1
SEWER	73,530	43,430	41,351	(2,079)
TOTAL UTILITIES EXPENSE	<u>364,370</u>	<u>212,560</u>	<u>194,778</u>	<u>(17,782)</u>
ORDINARY MAINTENANCE AND OPERATIONS:				
MAINTENANCE LABOR	242,870	132,635	111,858	(20,777)
PAYROLL TAXES	28,900	16,335	8,447	(7,888)
HEALTH BENEFITS	60,190	34,015	31,042	(2,973)
PENSION EXPENSE	31,280	16,935	10,558	(6,377)
MAINT. TRAVEL/TRAINING	200	100	0	(100)
VEHICLE GAS, OIL, GREASE	13,300	6,650	5,863	(787)
VEHICLE PURCHASES	35,000	17,500	0	(17,500)
MATERIALS	163,370	92,240	38,696	(53,544)
CONTRACT-COSTS	206,820	114,030	52,161	(61,869)
REPAIRS-VEHICLES	3,410	1,830	4,589	2,759
RENT EXPENSE	22,230	12,940	12,940	0
EXTERMINATION	10,680	6,180	3,038	(3,142)
TRASH REMOVAL	8,770	5,470	6,402	932
TOTAL ORDINARY MAINT. & OPERATIONS EXP.	<u>827,020</u>	<u>456,860</u>	<u>285,594</u>	<u>(171,266)</u>

HOUSING AUTHORITY OF THE CITY OF VINELAND
FINANCIAL REPORT FOR THE SIX MONTHS ENDED MARCH 31, 2021

	<u>ANNUAL BUDGET</u>	<u>BUDGET THRU MARCH</u>	<u>ACTUAL THRU MARCH</u>	<u>FROM BUDGET (+OVER/-UNDER)</u>
GENERAL EXPENSES:				
BAD DEBTS	2,000	1,000	1,000	0
COMPENSATED ABSENCES	28,480	14,775	14,045	(730)
FSS ESCROWS-SEC 8	19,350	9,675	12,269	2,594
INSURANCE	103,050	57,745	59,197	1,452
INTEREST EXPENSE	15,000	7,500	3,750	(3,750)
OTHER GENERAL EXPENSES	1,500	750	750	0
PAYMENTS IN LIEU OF TAXES	64,800	34,900	33,081	(1,819)
PORT-IN HAP EXPENSE	500	250	0	(250)
REPLACEMENT RESERVES	95,000	47,500	47,500	0
RETIREE HEALTH BENEFITS	63,240	33,370	27,000	(6,370)
TOTAL GENERAL EXPENSES	<u>392,920</u>	<u>207,465</u>	<u>198,592</u>	<u>(8,873)</u>
TOTAL OPERATING EXPENSES	<u>3,998,210</u>	<u>2,120,250</u>	<u>1,709,589</u>	<u>(410,661)</u>
PROFIT (LOSS) EXCLUDING HAP	<u>30,640</u>	<u>20,260</u>	<u>101,065</u>	<u>80,805</u>
		0		
HAP REVENUES	6,026,990	3,013,495	3,035,021	21,526
HAP EXPENSES	6,007,640	3,003,820	2,896,147	(107,673)
NET HAP (LOSS)	<u>19,350</u>	<u>9,675</u>	<u>138,874</u>	<u>129,199</u>
GRAND TOTAL PROFIT (LOSS)	<u>49,990</u>	<u>29,935</u>	<u>239,939</u>	<u>210,004</u>

Housing Authority of the City of Vineland

Administrative Report

DATE: April 8, 2021 (updated 4/12/2021)

TO: Board of Commissioners, Vineland Housing Authority

FROM: Jacqueline S. Jones, Executive Director

SUBJECT: Monthly Report (Stats for March 2021)

PERIOD: March 12, 2021 to April 7, 2021

COVID-19 Pandemic – Operating Status

The COVID-19 Operating Status as reported last month remains in effect. This status will remain in effect for the foreseeable future as we continue to monitor information from the Governor’s daily updates. The goal is to maintain a safe environment for Authority residents and staff to live and work.

Update: COVID Vaccine Clinics – On-Site

The Authority is hosting on-site COVID Vaccine Clinics on Tuesday, April 13, 2021. The clinic will be held throughout the day at two locations.

This clinic is being conducted in conjunction with Market Health & Wellness Director, Pharmacists and Technicians from Walmart.

Rental Assistance Demonstration (RAD) Conversions - Status

Below is a table with the RAD Conversion Status for each property. Tarkiln Asselta Acres, Parkview Apartments, Kidston Towers and Olivio Towers have been converted to RAD. These properties are no longer considered “Public Housing” and are now known as Project Based Section 8 properties.

Development	CHAP Award Date	RAD Closing Date	RAD Effective Date
Kidston/Olivio	02/13/2018	11/06/2020	12/01/2020
Tarkiln/Asselta	03/25/2015	11/16/2018	12/01/2018
Parkview	03/25/2015	11/16/2018	12/01/2018
D’Orazio	12/07/2018	TBD	TBD

Tarkiln & Asselta – Renovation Projects

Scope of Work	Work Status	Comments
Asselta Acres – New Cameras & Recording System	Awarded at March 2021 Meeting	
Asselta Acres – Roof Replacements	In Planning Stage	

Kidston & Olivio Towers – Renovation Projects

The following renovation projects are part of the improvements as a result of the RAD conversion:

Scope of Work	Work Status	Comments
KT/OT Roof Replacements	Contract Awarded/In Progress	
KT/OT Exterior Renovations (Façade caulking/sealing & selective repointing); KT – New elevator lobby windows; stair tower window replacement;	Contract Award Expected April 2021	
KT – Interior Plumbing Renovations (Replacement of plumbing stacks; domestic water filtration system; new fire-rated access panels; complete unit bathroom replacements; accessibility upgrades common area restrooms; domestic water filtration system; domestic water pump; Accessibility upgrades to common area restrooms;	May 2021 Award Expected	
OT – Complete window replacement in units & common areas; painting of A/C sleeves; replace window unit stools throughout;		
KT/OT – Elevator Refurbishment;	In Planning Stage	

D’Orazio Terrace - Redevelopment

Update: The board discussion regarding the D’Orazio Terrace will continue. The Scattered Site homes are to be sold prior to the redevelopment of D’Orazio Terrace; The proceeds from the sale of the Scattered Site homes will be used in the D’Orazio Terrace redevelopment, but the sales must occur prior to redevelopment or the Authority must return the sales proceeds to HUD.

Scattered Site Disposition - Status

Update: The Scattered Site disposition application was approved; An RFP for Realtors has been published; Award for Realtors is anticipated for April 2021 to begin to sell the Scattered Site homes.

Zoom meetings are being scheduled with the Scattered Site residents to update all on the status of the disposition and their options under this disposition plan.

Melrose Court

The property currently has one vacancy and is financially sound. An intent to vacate has been received by a resident that is purchasing a home. This will create another vacancy. The waiting list is strong with applicants.

**Board of Commissioners
NJ Local Housing Authority Training Program Status**

Commissioner	Training Program Status
Brian Asselta	Completed
Chris Chapman	Completed
Alexis C. Cartagena	Completed
Gary Forosisky	In Progress – To be Completed by 7/15/2021*
Skip Luisi	Completed
Mario Ruiz-Mesa	Completed
Daniel J. Peretti, Jr.	Completed

- The Spring 2021 Schedule for the NJ Local Housing Authority and Redevelopment Training Program classes is now available online at: <https://cgs.rutgers.edu/programs/housing> and the courses are listed below. Please contact Gloria Pomales at (856) 691-4099 x 106 to Register for these courses.

**NJ Local Housing Authority and Redevelopment Agency
Training Program**

Course Schedule

All registrations for online/distant learning and in-person courses must be received NO LATER than two business days before the class begins. Late registrations will not be accepted.

Please visit the [Registration page](#) for important information regarding online course expectations and registration.

ETHICS

Course Code	Dates	Time	Instructor	Fee	Location
HA-3002-SP21-1	3/5	9am-4pm	Walter McNeil	\$205	Online Webex
HA-3002-SP21-2	4/10	9am-4pm	John Clarke	\$205	Online Webex

EXECUTIVE HOUSING MANAGEMENT

Course Code	Dates	Time	Instructor	Fee	Location
HA-3005-SP21-1	2/23, 2/24	9am-4pm	Jacqueline Jones	\$390	Online Webex

FINANCIAL ISSUES & PROCEDURES

Course Code	Dates	Time	Instructor	Fee	Location
HA-3003-SP21-1	3/20	9am-4pm	Vernon Lawrence	\$205	Online Webex
HA-3003-SP21-2	5/12	9am-4pm	Eric Chubenko	\$205	Online Webex

MAINTENANCE MANAGEMENT

Course Code	Dates	Time	Instructor	Fee	Location
HA-3008-SP21-1	4/15	9am-4pm	Walter McNeil	\$205	Online Webex

NEGOTIATING REDEVELOPER AGREEMENTS

Course Code	Dates	Time	Instructor	Fee	Location
HA-3017-SP21-1	2/27	9am-12pm	Philip Abramson	\$113	Course Canceled

PHAS/SEMAP

Course Code	Dates	Time	Instructor	Fee	Location
HA-3004-SP21-1	2/19	9am-3pm	Vernon Lawrence	\$175	Online Webex
HA-3004-SP21-2	4/30	9am-3pm	John Clarke	\$175	Online Webex
HA-3004-SP21-3	5/15	9am-3pm	John Mahon	\$175	Online Webex

PLANNING & DEVELOPMENT OF AFFORDABLE HOUSING

Course Code	Dates	Time	Instructor	Fee	Location
HA-3013-SP21-1	4/9, 4/10	9am-12pm	Philip Abramson	\$205	Online Webex

PRINCIPLES OF REDEVELOPMENT

Course Code	Dates	Time	Instructor	Fee	Location
HA-3010-SP21-1	6/5	9am-4pm	Tyrone Garrett	\$205	Online Webex

PUBLIC RELATIONS/COMMUNICATIONS

Course Code	Dates	Time	Instructor	Fee	Location
HA-3015-SP21-1	3/27	9am-4pm	Jacqueline Jones	\$205	Online Webex

SKILLS FOR COMMISSIONERS

Course Code	Dates	Time	Instructor	Fee	Location
HA-3001-SP21-1	3/13	9am-4pm	John Clarke	\$205	Online Webex
HA-3001-SP21-2	5/21	9am-4pm	Walter McNeil	\$205	Online Webex

STRATEGIC PLANNING

Course Code	Dates	Time	Instructor	Fee	Location
HA-3007-SP21-1	6/10, 6/11	9am-12pm	Vernon Lawrence	\$205	Online Webex

Program Statistics Report

10/2020 - 10/2021

Mar2021

Feb2021

Jan2021

Tenant Accounts Receivable			
Number of "non-payment of rent" cases referred to the solicitor	0	0	0
Tenant Relations			
Total number of units to be inspected in fiscal year	600	600	600
Number of inspections actually completed this month - all sites	2	0	0
Total number of units inspected year-to-date - all sites	222	220	220
City Inspections	0	0	0
Occupancy			
Monthly Unit Turnaround Time (Avg) (Down, Prep & Leasup Time)	362	N/A	N/A
Annual Unit Turnaround Time (For Fiscal Year)	288	214	214
Monthly - Number of Vacancies Filled (this month)	1	0	0
Monthly - Average unit turnaround time in days for Lease Up	300	36	36
Monthly - Average unit turnaround time in days to Prep Unit (Maint)	27	16	16
PIC Score	94.30%	97.46%	97.47%
Occupancy Rate	89.33%	90.00%	91.67%
Public Housing & RAD Waiting List Applicants			
Families - OPEN FOR 3,4,5 & 6 Bedrooms; 2 Bedroom List Remains Closed;	379	379	379
Elderly (Seniors - 62+)/Disabled - OPEN FOR 0 & 1 Bedrooms	443	443	443
Average work order turnaround time in days - Tenant Generated	0.97	0.16	0.24
Number of routine work orders written this month	474	347	401
Number of outstanding work orders from previous month	201	18	40
Total number of work orders to be addressed this month	675	365	441
Total number of work orders completed this month	444	365	441
Total number of work orders left outstanding	231	0	0
Number of emergency work orders written this month	2	1	0
Total number of work orders written year-to-date	756	756	756
AFTER HOUR CALLS: (plumbing, lockouts, toilets stopped-up, etc.)	4	4	4
Section 8			
Level of leased units of previous month was:	707	711	694
Level of leased units this month is:	704	707	711
Number of increased leased-units over last month	-3	-4	17
Total number of units inspected this month	3	0	0
Programs (Voucher):			
ABA Utilization %	101%	108%	98%
Repayment Agreements	7	7	7
Total repayments due YTD	\$ 21,745	\$ 21,745	\$ 21,745
Total repayments received YTD	\$ 10	\$ 10	\$ 10
PIC Score (Oakview added 10/13)	99.02%	95.89%	95.89%
Section 8 Housing Choice Voucher Waiting List Applicants - CLOSED	4,132	4,132	4,132
Section 8 Project Based Waiting List Applicants- Oakview - OPEN	276	276	276
Section 8 Project Based Waiting List Applicants- Buena HA - OPEN - to Close 12/31/19	176	176	176
Section 8 - Percentage Housed Based on Income Limit - ELI vs VLI/LI	73%/27%	73%/27%	71%/29%
Department of Social Services - FSS			
Family Self-Sufficiency - Public Housing and Section 8 Voucher Combined			
The number of residents that received "outreach" information about FSS	8	4	8
The number of residents signed on to the program. (FSS Contracts).	30	31	31
The number of FSS Participants with established escrow accounts.	14	13	13
Number of residents in need of employment skills (GED, DL, Job Training.)	2	2	2
The number of meetings, workshops and case management services	7	6	4
Congregate Services			
Number of Clients in the Congregate Program	30	31	31
Number of clients on Meal Program	17	18	18
Number of clients on Homemaking Program	20	22	22
Number of clients on Laundry Services (This service is included in housekeeping)	13	13	13
Number of clients on Shopping Services (This service is included in housekeeping)	7	7	7

Program Statistics Report**10/2020 - 10/2021**

Mar2021

Feb2021

Jan2021

Registered Nurse			
Number of clients served this month	101	99	128
Blood Pressure Clinics (clinics) # of residents attending	0	0	0
Health Assessments/re-assessments	6	3	8
Meds Supervision	45	36	43
VHA - ROSS (FAMILY)			
Number of Resident on ROSS (Family)	42	42	42
Number of residents that received case management services	12	10	14
Number of Meetings	0	0	0
Number of residents enrolled in academic/employment workshops (FSS)	2	2	2
VHA - ROSS (MEDICAL)			
Number of residents received health assessments for the month	7	3	8
Number of residents - health activities of daily living assessments	6	4	2
ROSS - residents medical monitoring for the month	45	36	13
ROSS / self-sufficiency - improve living conditions	7	4	1
Community Development Block Grant Program			
Clients Served			
Number of new clients served	0	0	2
Number of ongoing clients	72	72	72
Total clients currently being served this month	12	10	4
Income			
Median Family Income (MFI)	0	0	0
Moderate 80%-51% (MFI)	29%	29%	29%
Low 50%-31% (MFI)	23%	23%	23%
Very Low 30%-0% (MFI)	20%	20%	20%
Client Demographics			
White	9	9	9
Black	6	6	6
American Indian	0	0	0
Asian	0	0	0
Other	0	0	0
Hispanic	57	57	57
Non-Hispanic	15	15	15

**Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey**

RESOLUTION #2021-18

A Resolution Approving Regular Monthly Expenses

WHEREAS, the Housing Authority of the City of Vineland incurred various financial obligations since the last meeting; and it is the desire of the Commissioners of said Authority to have their obligations kept current; and,

WHEREAS, prior to the Board meeting, a member of the Board of Commissioners read and reviewed the itemized list of incurred expenses attached hereto and does recommend payment of the expenses on the Check List in the amount of **\$1,113,208.91**.

NOW, THEREFORE, BE IT RESOLVED that the Secretary-Treasurer be and is hereby authorized to pay the monthly bills that are presented to the Board of Commissioners for consideration on this date.

ADOPTED: April 15, 2021

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on April 15, 2021 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

HOUSING AUTHORITY OF THE CITY OF VINELAND
 BOARD MEETING
LIST OF CHECKS
 04/15/21

<u>CHECK NO.</u>	<u>ACCOUNT</u>	<u>AMOUNT</u>
SECTION 8 HAP PROGRAM		
3017 - 3039	LANDLORD/TENANT CHECKS AND OTHER	\$ 11,429.00
15630 - 15769	DIRECT DEPOSITS-LANDLORDS HAPS	516,385.00
SECTION 8 ADM FEE ACCOUNT		
564 - 570	LANDLORD/TENANT CHECKS AND OTHER- Ocean First	207,370.01
-	LANDLORD/TENANT CHECKS AND OTHER- BB&T	0.00
SECTION 8 NHOP		
-	COMPUTER CHECKS	0.00
NHOP INVESTMENTS		
-	COMPUTER CHECKS- Ocean First	0.00
107 - 107	COMPUTER CHECKS- BB&T	6,327.03
CAPITAL BANK SECURITY DEPOSIT		
191 - 192	COMPUTER CHECKS	1,153.66
CAPITAL BANK FSS ESCROW		
-	COMPUTER CHECKS	0.00
CAPITAL BANK GEN/FUND PH		
2236 - 2246	COMPUTER CHECKS	181,677.28
COCC CASH ACCOUNT		
9383 - 9462	COMPUTER CHECKS	88,674.50
COCC EXPENDITURES		
	PAYROLL/PAYCHEX INVOICES	3/19/21 - 4/01/21 740.50
	PAYROLL TAX LIABILITY	3/19/21 - 4/01/21 34,955.64
	HEALTH BENEFITS PAID	Apr-21 52,662.61
	PENSION PAYMENTS	Mar-21 11,833.68
TOTAL		\$ 1,113,208.91

Payment Summary

Property=.all AND Bank=sec8hap AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	3017	Ocaguas - CAGUAS OF MUNICIPALITY	4/1/2021	04-2021	739.00	
sec8hap - Section 8 HAP	3018	Ocanell - CANDELARIA	4/1/2021	04-2021	194.00	
sec8hap - Section 8 HAP	3019	Oosccos8 - OSCEOLA COUNTY HOUSING	4/1/2021	04-2021	1,287.00	
sec8hap - Section 8 HAP	3020	t0000613 - ALEJANDRO	4/1/2021	04-2021	18.00	
sec8hap - Section 8 HAP	3021	t0000627 - BRAGG	4/1/2021	04-2021	47.00	
sec8hap - Section 8 HAP	3022	t0001053 - MEDINA	4/1/2021	04-2021	84.00	
sec8hap - Section 8 HAP	3023	t0001469 - RAMIREZ	4/1/2021	04-2021	49.00	
sec8hap - Section 8 HAP	3024	t0001548 - SOTO	4/1/2021	04-2021	11.00	
sec8hap - Section 8 HAP	3025	t0002922 - LANE	4/1/2021	04-2021	37.00	
sec8hap - Section 8 HAP	3026	t0005188 - MELENDEZ	4/1/2021	04-2021	45.00	
sec8hap - Section 8 HAP	3027	t0005571 - CARABALLO	4/1/2021	04-2021	126.00	
sec8hap - Section 8 HAP	3028	t0005666 - BALDWIN	4/1/2021	04-2021	75.00	
sec8hap - Section 8 HAP	3029	t0005731 - HAROLD	4/1/2021	04-2021	153.00	
sec8hap - Section 8 HAP	3030	t0008506 - HARRIS	4/1/2021	04-2021	66.00	
sec8hap - Section 8 HAP	3031	t0008553 - CARLO	4/1/2021	04-2021	77.00	
sec8hap - Section 8 HAP	3032	t0010164 - RIVERA MARTINEZ	4/1/2021	04-2021	41.00	
sec8hap - Section 8 HAP	3033	t0010166 - ORTIZ	4/1/2021	04-2021	195.00	
sec8hap - Section 8 HAP	3034	t0010665 - ORTIZ	4/1/2021	04-2021	16.00	
sec8hap - Section 8 HAP	3035	t0012395 - DAVIS	4/1/2021	04-2021	39.00	
sec8hap - Section 8 HAP	3036	vfl033 - SEMINOLE COUNTY	4/1/2021	04-2021	1,148.00	
sec8hap - Section 8 HAP	3037	vfl093 - ORANGE COUNTY HOUSING & C D	4/1/2021	04-2021	1,422.00	
sec8hap - Section 8 HAP	3038	vnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	4/1/2021	04-2021	2,710.00	
sec8hap - Section 8 HAP	3039	0housin - VINELAND HOUSING AUTHORITY	4/9/2021	04-2021	2,850.00	
sec8hap - Section 8 HAP	15630	02llbtw - BTW 2 LLC	4/2/2021	04-2021	950.00	
sec8hap - Section 8 HAP	15631	0537grap - 529-537 GRAPE STREET,LLC	4/2/2021	04-2021	517.00	
sec8hap - Section 8 HAP	15632	0abrawi - ABRAHAN & AWILDA HEREDIA	4/2/2021	04-2021	1,036.00	
sec8hap - Section 8 HAP	15633	0acojor - ACOSTA	4/2/2021	04-2021	1,778.00	
sec8hap - Section 8 HAP	15634	0ahcpv - AFFORDABLE HOUSING CORPORATION	4/2/2021	04-2021	9,760.00	
sec8hap - Section 8 HAP	15635	0ahctaaa - AFFORDABLE HOUSING CORPORATION	4/2/2021	04-2021	65,504.00	
sec8hap - Section 8 HAP	15636	0ahcvktot - AFFORDABLE HOUSING CORP OF VINELAND	4/2/2021	04-2021	66,950.00	
sec8hap - Section 8 HAP	15637	0albreb - REBECCA C THOMPSON-ALBERT	4/2/2021	04-2021	370.00	
sec8hap - Section 8 HAP	15638	0andcar - ANDUJAR	4/2/2021	04-2021	760.00	
sec8hap - Section 8 HAP	15639	0andron - RONALD ANDRO	4/2/2021	04-2021	838.00	
sec8hap - Section 8 HAP	15640	0aparab - AB APARTMENTS LLC	4/2/2021	04-2021	585.00	
sec8hap - Section 8 HAP	15641	0arbors - ROSEMAR PROPERTIES III LLC/THE ARBOR	4/2/2021	04-2021	5,584.00	
sec8hap - Section 8 HAP	15642	0barric - RICHARD BARSUGLIA	4/2/2021	04-2021	953.00	
sec8hap - Section 8 HAP	15643	0behhar - HARRY & BARBARA BEHRENS	4/2/2021	04-2021	563.00	
sec8hap - Section 8 HAP	15644	0beredw - EDWIN C & SAVALYN BERGAMO	4/2/2021	04-2021	998.00	
sec8hap - Section 8 HAP	15645	0berksh - ROSEMAR PROPERTIES IV LLC / CAMELOT	4/2/2021	04-2021	3,934.00	
sec8hap - Section 8 HAP	15646	0berobe - OBED BERMUDEZ	4/2/2021	04-2021	997.00	
sec8hap - Section 8 HAP	15647	0blorob - BLOUGH	4/2/2021	04-2021	960.00	
sec8hap - Section 8 HAP	15648	0bretow - BRENTWOOD TOWERS HOLDINGS, LLC	4/2/2021	04-2021	1,825.00	
sec8hap - Section 8 HAP	15649	0brewst - BREWSTER GARDEN APARTMENTS LLC	4/2/2021	04-2021	1,100.00	
sec8hap - Section 8 HAP	15650	0buebor - BOROUGH OF BUENA HOUSING AUTHORITY	4/2/2021	04-2021	15,590.00	
sec8hap - Section 8 HAP	15651	0camnil - NILZA R CAMACHO	4/2/2021	04-2021	783.00	

Payment Summary

Property=.all AND Bank=sec8hap AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	15652	Ocarjas - CARRIS	4/2/2021	04-2021	367.00	
sec8hap - Section 8 HAP	15653	Ocarjos - CARVALHO	4/2/2021	04-2021	465.00	
sec8hap - Section 8 HAP	15654	Ocarmar - SIMOES	4/2/2021	04-2021	1,657.00	
sec8hap - Section 8 HAP	15655	Ocasros - CASTILLO	4/2/2021	04-2021	567.00	
sec8hap - Section 8 HAP	15656	Ocdgard - CD GARDENS INC.	4/2/2021	04-2021	2,071.00	
sec8hap - Section 8 HAP	15657	Ochainv - CHAAD INVESTMENTS LLC	4/2/2021	04-2021	864.00	
sec8hap - Section 8 HAP	15658	Ochajos - JOSEPH T CHAMBERS	4/2/2021	04-2021	950.00	
sec8hap - Section 8 HAP	15659	Ocheshol - CHESTNUT SQUARE HOLDINGS LLC	4/2/2021	04-2021	2,925.00	
sec8hap - Section 8 HAP	15660	Ocorjua - CORTES	4/2/2021	04-2021	325.00	
sec8hap - Section 8 HAP	15661	Ocridan - DANA CRISS	4/2/2021	04-2021	657.00	
sec8hap - Section 8 HAP	15662	Ocrouma - OMAR CRUZ/KIARA Y CRUZ	4/2/2021	04-2021	1,117.00	
sec8hap - Section 8 HAP	15663	Odamjos - DAMATO	4/2/2021	04-2021	720.00	
sec8hap - Section 8 HAP	15664	Odelsia - SIAN DELUCA	4/2/2021	04-2021	395.00	
sec8hap - Section 8 HAP	15665	Odocmar - MARTINS DOCK LTD LIABILITY CO	4/2/2021	04-2021	1,198.00	
sec8hap - Section 8 HAP	15666	Odondel - DELROY T DONALDSON	4/2/2021	04-2021	780.00	
sec8hap - Section 8 HAP	15667	Odouale - DOUKHNAI	4/2/2021	04-2021	391.00	
sec8hap - Section 8 HAP	15668	Oeas710 - 710 EAST ALMOND STREET ASSOCIATES L	4/2/2021	04-2021	383.00	
sec8hap - Section 8 HAP	15669	Oedwdip - EDWARD DIPALMA	4/2/2021	04-2021	800.00	
sec8hap - Section 8 HAP	15670	Oeinmar - MARTIN JAY EINSTEIN	4/2/2021	04-2021	616.00	
sec8hap - Section 8 HAP	15671	Oestros - ESTATE OF LUIS A ROSADO-TORRES	4/2/2021	04-2021	532.00	
sec8hap - Section 8 HAP	15672	Ofarmay - MAYERFELD FARMS MANAGEMENT LLC	4/2/2021	04-2021	277.00	
sec8hap - Section 8 HAP	15673	Ofeleus - FELICIANO	4/2/2021	04-2021	718.00	
sec8hap - Section 8 HAP	15674	Ofeljoh - JOHNY FELICIANO	4/2/2021	04-2021	1,031.00	
sec8hap - Section 8 HAP	15675	Oflodor - FLOWERS	4/2/2021	04-2021	925.00	
sec8hap - Section 8 HAP	15676	Ogarabn - ABNER GARCIA	4/2/2021	04-2021	69.00	
sec8hap - Section 8 HAP	15677	Ogaritz - ITZAMAR GARCIA	4/2/2021	04-2021	1,292.00	
sec8hap - Section 8 HAP	15678	Ogarsal - GARCIA	4/2/2021	04-2021	2,001.00	
sec8hap - Section 8 HAP	15679	Oglejam - JAMAL GLENN	4/2/2021	04-2021	639.00	
sec8hap - Section 8 HAP	15680	Ohcrealt - H & C REALTY LLC	4/2/2021	04-2021	654.00	
sec8hap - Section 8 HAP	15681	Ohemtom - BTW 4 LLC	4/2/2021	04-2021	1,058.00	
sec8hap - Section 8 HAP	15682	Ohereri - 123 SOUTH 4TH STREET LLC	4/2/2021	04-2021	824.00	
sec8hap - Section 8 HAP	15683	Ohersof - SOFIA HEREDIA-TORRES AND RUBEN TORI	4/2/2021	04-2021	1,100.00	
sec8hap - Section 8 HAP	15684	Ohfprop - HF PROPERTY MANAGEMENT	4/2/2021	04-2021	3,080.00	
sec8hap - Section 8 HAP	15685	Ohofjoh - HOFMAN	4/2/2021	04-2021	1,145.00	
sec8hap - Section 8 HAP	15686	Oholasm - ASM HOLDINGS LLC	4/2/2021	04-2021	497.00	
sec8hap - Section 8 HAP	15687	Oholbull - BULLSEYE HOLDINGS LLC	4/2/2021	04-2021	998.00	
sec8hap - Section 8 HAP	15688	Ohomhec - HECS HOMES LLC	4/2/2021	04-2021	230.00	
sec8hap - Section 8 HAP	15689	Ohouriv - RIVERGROVE HOUSING PARTNERS LLC	4/2/2021	04-2021	614.00	
sec8hap - Section 8 HAP	15690	Ointers - VINELAND ASSOCIATES LLC	4/2/2021	04-2021	578.00	
sec8hap - Section 8 HAP	15691	Oinvegh - E. G. H. R. E. INVESTMENTS LLC	4/2/2021	04-2021	2,350.00	
sec8hap - Section 8 HAP	15692	Ojhorn - JOHN HORNER	4/2/2021	04-2021	166.00	
sec8hap - Section 8 HAP	15693	Ojosber - BERNADETTE P JOSEPH	4/2/2021	04-2021	2,269.00	
sec8hap - Section 8 HAP	15694	Okapala - PANDA REALTY GROUP LLC	4/2/2021	04-2021	1,254.00	
sec8hap - Section 8 HAP	15695	Okatjay - JAY-KAT INVESTMENTS, LLC	4/2/2021	04-2021	596.00	
sec8hap - Section 8 HAP	15696	Okcrent - K C RENTAL INC.	4/2/2021	04-2021	1,013.00	

Payment Summary

Property=.all AND Bank=sec8hap AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	15697	Okotmir - KOTZIN	4/2/2021	04-2021	913.00	
sec8hap - Section 8 HAP	15698	Olandic - LANDICINI 566 LLC	4/2/2021	04-2021	919.00	
sec8hap - Section 8 HAP	15699	Olebzai - LEBRON	4/2/2021	04-2021	1,554.00	
sec8hap - Section 8 HAP	15700	Olegmay - MAYERFELD LEGACY TRUST	4/2/2021	04-2021	1,990.00	
sec8hap - Section 8 HAP	15701	Olhrent - L & H RENTALS	4/2/2021	04-2021	657.00	
sec8hap - Section 8 HAP	15702	Ollciig - IIG-1 LLC	4/2/2021	04-2021	911.00	
sec8hap - Section 8 HAP	15703	Olonlav - DAVID LONGINI	4/2/2021	04-2021	549.00	
sec8hap - Section 8 HAP	15704	Olopyad - YADIRA LOPEZ	4/2/2021	04-2021	643.00	
sec8hap - Section 8 HAP	15705	Omanlaw - LAWRENCE W MANN	4/2/2021	04-2021	697.00	
sec8hap - Section 8 HAP	15706	Omarjoe - JOEL MARTIN	4/2/2021	04-2021	723.00	
sec8hap - Section 8 HAP	15707	Omelrose - MELROSE COURT LP	4/2/2021	04-2021	17,159.00	
sec8hap - Section 8 HAP	15708	Omenbre - MENDEZ	4/2/2021	04-2021	330.00	
sec8hap - Section 8 HAP	15709	Omillvil - MILLVILLE REALTY CORPORATION	4/2/2021	04-2021	2,460.00	
sec8hap - Section 8 HAP	15710	Omiryar - MIRANDA	4/2/2021	04-2021	1,341.00	
sec8hap - Section 8 HAP	15711	Omorgen - GENESIS X MORCELO	4/2/2021	04-2021	600.00	
sec8hap - Section 8 HAP	15712	Onegcar - CARLOS NEGRON JR	4/2/2021	04-2021	959.00	
sec8hap - Section 8 HAP	15713	Ooakview - OAKVIEW APARTMENTS LLC	4/2/2021	04-2021	126,692.00	
sec8hap - Section 8 HAP	15714	Oochabvsp - OCEAN CITY HSING AUTH- BVM/SPEITE	4/2/2021	04-2021	15,137.00	
sec8hap - Section 8 HAP	15715	Oochapn - OCEAN CITY HSING AUTH - PECKS NORTH	4/2/2021	04-2021	10,667.00	
sec8hap - Section 8 HAP	15716	Oolilui - LUIS A OLIVERAS	4/2/2021	04-2021	684.00	
sec8hap - Section 8 HAP	15717	Oortdan - DANNY ORTIZ	4/2/2021	04-2021	580.00	
sec8hap - Section 8 HAP	15718	Oorteli - ELIEZER ORTIZ	4/2/2021	04-2021	1,000.00	
sec8hap - Section 8 HAP	15719	Opaeast - EAST PARK APARTMENTS	4/2/2021	04-2021	5,337.00	
sec8hap - Section 8 HAP	15720	Oparkto - PARK TOWNE APTS LLC	4/2/2021	04-2021	12,589.00	
sec8hap - Section 8 HAP	15721	Oproexc - EXCEL PROPERTY MANAGEMENT LLC	4/2/2021	04-2021	333.00	
sec8hap - Section 8 HAP	15722	Oprofai - FAIOLA PROPERTY MANAGEMENT AND MAI	4/2/2021	04-2021	603.00	
sec8hap - Section 8 HAP	15723	Oprotim - TIMARIA PROPERTIES LLC	4/2/2021	04-2021	1,500.00	
sec8hap - Section 8 HAP	15724	Oquince - QUINCE REALTY LLC	4/2/2021	04-2021	514.00	
sec8hap - Section 8 HAP	15725	Orafbar - RAFES	4/2/2021	04-2021	1,000.00	
sec8hap - Section 8 HAP	15726	Oramchr - RAMOS	4/2/2021	04-2021	850.00	
sec8hap - Section 8 HAP	15727	Oramnic - NICHOLAS P RAMBONE	4/2/2021	04-2021	1,086.00	
sec8hap - Section 8 HAP	15728	Oreasar - SARA REAVES	4/2/2021	04-2021	557.00	
sec8hap - Section 8 HAP	15729	Oreasun - SUNFLOWER REALTY LLC	4/2/2021	04-2021	476.00	
sec8hap - Section 8 HAP	15730	Oredres - A4 RESIDENTIAL REDEVELOPMENT	4/2/2021	04-2021	951.00	
sec8hap - Section 8 HAP	15731	Oregche - REGENCY CHESTNUT COURT	4/2/2021	04-2021	8,361.00	
sec8hap - Section 8 HAP	15732	Oregeas - REGENCY EAST LLC	4/2/2021	04-2021	2,052.00	
sec8hap - Section 8 HAP	15733	Orenaco - ACOSTA RENTAL LLC	4/2/2021	04-2021	619.00	
sec8hap - Section 8 HAP	15734	Orenokg - K G RENOVATIONS LLC	4/2/2021	04-2021	1,024.00	
sec8hap - Section 8 HAP	15735	Orivdie - DIEGO A RIVERA	4/2/2021	04-2021	465.00	
sec8hap - Section 8 HAP	15736	Orivisr - ISREAL J RIVERA	4/2/2021	04-2021	956.00	
sec8hap - Section 8 HAP	15737	Orivvic - VICTORIANO RIVERA JR	4/2/2021	04-2021	584.00	
sec8hap - Section 8 HAP	15738	Oroceli - ELIZABETH ROCHE	4/2/2021	04-2021	651.00	
sec8hap - Section 8 HAP	15739	Orodhen - HENRY RODRIGUEZ	4/2/2021	04-2021	837.00	
sec8hap - Section 8 HAP	15740	Orogsal - SALVATORE W ROGGIO	4/2/2021	04-2021	835.00	
sec8hap - Section 8 HAP	15741	Oromvic - VICTOR M ROMAN	4/2/2021	04-2021	799.00	

Payment Summary

Property=.all AND Bank=sec8hap AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8hap - Section 8 HAP	15742	Orpjpro - RPJ PROPERTIES LLC	4/2/2021	04-2021	10,715.00	
sec8hap - Section 8 HAP	15743	Oruppab - RUPERTO	4/2/2021	04-2021	899.00	
sec8hap - Section 8 HAP	15744	Orusnic - RUSSO JR	4/2/2021	04-2021	494.00	
sec8hap - Section 8 HAP	15745	Osaldasda - DAMIAN & ELAINE SALAS	4/2/2021	04-2021	795.00	
sec8hap - Section 8 HAP	15746	Oschowr - W R SCHOCK LLC	4/2/2021	04-2021	1,142.00	
sec8hap - Section 8 HAP	15747	Osimseb - SIMONE	4/2/2021	04-2021	572.00	
sec8hap - Section 8 HAP	15748	Oskgcom - SKG & CO	4/2/2021	04-2021	2,547.00	
sec8hap - Section 8 HAP	15749	Oslinco - 1890 S LINCOLN ASSOCIATES LLC	4/2/2021	04-2021	895.00	
sec8hap - Section 8 HAP	15750	Osolpro - ASSURED PROPERTY SOLUTIONS LLC	4/2/2021	04-2021	738.00	
sec8hap - Section 8 HAP	15751	Ospring - SPRING GARDENS ASSOCIATES LLC	4/2/2021	04-2021	7,905.00	
sec8hap - Section 8 HAP	15752	Osqulan - LANDIS SQUARE SR APTS	4/2/2021	04-2021	1,721.00	
sec8hap - Section 8 HAP	15753	Oswaway - WAYNE SWANSON	4/2/2021	04-2021	915.00	
sec8hap - Section 8 HAP	15754	Otarkpp - TARKILN PARK PARTNERS LLC	4/2/2021	04-2021	6,901.00	
sec8hap - Section 8 HAP	15755	Otayver - TAYLOR	4/2/2021	04-2021	645.00	
sec8hap - Section 8 HAP	15756	Othapau - ALBERTA A QUAIROLI ESTATE	4/2/2021	04-2021	1,054.00	
sec8hap - Section 8 HAP	15757	Otimsus - SUSAN V TIMMRECK	4/2/2021	04-2021	726.00	
sec8hap - Section 8 HAP	15758	Ovasdap - DAPHNE VASSALOTTI	4/2/2021	04-2021	803.00	
sec8hap - Section 8 HAP	15759	Ovinlan - VINELAND VILLAGE APTS	4/2/2021	04-2021	5,305.00	
sec8hap - Section 8 HAP	15760	Ovitdor - VITALO	4/2/2021	04-2021	952.00	
sec8hap - Section 8 HAP	15761	Owaca - WACA INVESTMENTS LLC	4/2/2021	04-2021	1,045.00	
sec8hap - Section 8 HAP	15762	Owalnut - WALNUT REALTY ASSOCIATES LLC	4/2/2021	04-2021	8,108.00	
sec8hap - Section 8 HAP	15763	Owassey - SEYMOUR WASSERSTRUM	4/2/2021	04-2021	983.00	
sec8hap - Section 8 HAP	15764	Owatrob - ROBERT H WATSON	4/2/2021	04-2021	1,350.00	
sec8hap - Section 8 HAP	15765	Owayest - ESTATE OF WAYNE F ST AUBYN	4/2/2021	04-2021	976.00	
sec8hap - Section 8 HAP	15766	Owebdia - DIANN WEBBER	4/2/2021	04-2021	1,109.00	
sec8hap - Section 8 HAP	15767	Owhejon - WHEELER	4/2/2021	04-2021	512.00	
sec8hap - Section 8 HAP	15768	Owrialf - ALFRED WRIGHT	4/2/2021	04-2021	720.00	
sec8hap - Section 8 HAP	15769	Oyangli - LI YING YANG	4/2/2021	04-2021	221.00	
					527,814.00	

Payment Summary

Property=.all AND Bank=sec8adm AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
sec8adm - Section 8 Admin Fee	564	vha - HOUSING AUTHORITY CITY OF VINELAND	3/26/2021	03-2021	81,421.13	
sec8adm - Section 8 Admin Fee	565	vha - HOUSING AUTHORITY CITY OF VINELAND	4/1/2021	04-2021	125,565.42	
sec8adm - Section 8 Admin Fee	566	Ocaguas - CAGUAS OF MUNICIPALITY	4/1/2021	04-2021	54.78	
sec8adm - Section 8 Admin Fee	567	Oosccos8 - OSCEOLA COUNTY HOUSING	4/1/2021	04-2021	54.78	
sec8adm - Section 8 Admin Fee	568	vfl033 - SEMINOLE COUNTY	4/1/2021	04-2021	54.78	
sec8adm - Section 8 Admin Fee	569	vfl093 - ORANGE COUNTY HOUSING & C D	4/1/2021	04-2021	54.78	
sec8adm - Section 8 Admin Fee	570	vnj912 - NJDCA HOUSING ASSISTANCE PROGRAM	4/1/2021	04-2021	164.34	
					207,370.01	

Payment Summary

Property=.all AND Bank=nhopbtt AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
nhopbtt - New HOP Inv - BB&T	107	vha - HOUSING AUTHORITY CITY OF VINELAND	3/26/2021	03-2021	6,327.03	3/31/2021
					6,327.03	

Payment Summary

Property=.all AND Bank=capsecdp AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
capsecdp - PH Sec Dep Acct	191	vha - HOUSING AUTHORITY CITY OF VINELAND	3/26/2021	03-2021	1,148.05	3/31/2021
capsecdp - PH Sec Dep Acct	192	ahcvktot - AFFORDABLE HOUSING CORPORATION	3/26/2021	03-2021	5.61	3/31/2021
					1,153.66	

Payment Summary

Property=.all AND Bank=capgenfd AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
capgenfd - Public Housing General Fund	2236	sjgas - South Jersey Gas Company	3/19/2021	03-2021	171.10	
capgenfd - Public Housing General Fund	2237	vmu - Vineland Municipal Utilities	3/19/2021	03-2021	15,615.73	
capgenfd - Public Housing General Fund	2238	t0011253 - ROBLES CRUZ	3/19/2021	03-2021	309.82	
capgenfd - Public Housing General Fund	2239	t0012578 - REYES	3/26/2021	03-2021	50.00	
capgenfd - Public Housing General Fund	2240	vmu - Vineland Municipal Utilities	3/26/2021	03-2021	480.95	
capgenfd - Public Housing General Fund	2241	vha - HOUSING AUTHORITY CITY OF VINELAND	3/26/2021	03-2021	163,500.00	
capgenfd - Public Housing General Fund	2242	t0005001 - CALDERON	4/1/2021	04-2021	154.00	
capgenfd - Public Housing General Fund	2243	sjgas - South Jersey Gas Company	4/1/2021	04-2021	182.12	
capgenfd - Public Housing General Fund	2244	vmu - Vineland Municipal Utilities	4/1/2021	04-2021	534.89	
capgenfd - Public Housing General Fund	2245	vmu - Vineland Municipal Utilities	4/9/2021	04-2021	421.67	
capgenfd - Public Housing General Fund	2246	vha - HOUSING AUTHORITY CITY OF VINELAND	4/9/2021	04-2021	257.00	
					181,677.28	

Payment Summary

Property=.all AND Bank=cocc AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	9383	axaequ - Equitable	3/19/2021	03-2021	2,225.00	
cocc - Central Office Cost	9384	browco - Robert M Browne Court Officer	3/19/2021	03-2021	122.29	
cocc - Central Office Cost	9385	browco - Robert M Browne Court Officer	3/19/2021	03-2021	27.68	
cocc - Central Office Cost	9386	cwa - Communications Workers of America	3/19/2021	03-2021	259.32	
cocc - Central Office Cost	9387	sjgas - South Jersey Gas Company	3/19/2021	03-2021	1,432.97	
cocc - Central Office Cost	9388	vmu - Vineland Municipal Utilities	3/19/2021	03-2021	2,282.93	
cocc - Central Office Cost	9389	ahcvpv - AFFORDABLE HOUSING CORP OF VINELAND	3/19/2021	03-2021	1,875.00	
cocc - Central Office Cost	9390	blocklsi - BLOCK LINE SYSTEMS, LLC	3/19/2021	03-2021	1,650.50	
cocc - Central Office Cost	9391	ccia - Cumberland Co Improvement Auth	3/19/2021	03-2021	63.55	
cocc - Central Office Cost	9392	riggin - Riggins Inc	3/19/2021	03-2021	101.64	
cocc - Central Office Cost	9393	veriw - Verizon Wireless	3/19/2021	03-2021	1,083.20	
cocc - Central Office Cost	9394	aflac - AFLAC	3/26/2021	03-2021	445.06	
cocc - Central Office Cost	9395	acehar - Vineland Ace Hardware East	3/26/2021	03-2021	155.40	
cocc - Central Office Cost	9396	aceplu - Ace Plumbing and Electrical Supplies Inc	3/26/2021	03-2021	109.30	
cocc - Central Office Cost	9397	ccia - Cumberland Co Improvement Auth	3/26/2021	03-2021	137.30	
cocc - Central Office Cost	9398	combus - COMCAST	3/26/2021	03-2021	243.35	
cocc - Central Office Cost	9399	jccupa - JC'S Custom Painting	3/26/2021	03-2021	3,083.00	
cocc - Central Office Cost	9400	mason - W B Mason Co Inc	3/26/2021	03-2021	81.21	
cocc - Central Office Cost	9401	pbrese - Reserve Account	3/26/2021	03-2021	1,000.00	
cocc - Central Office Cost	9402	sherwi - Sherwin Williams Company	3/26/2021	03-2021	19.72	
cocc - Central Office Cost	9403	axaequ - Equitable	4/1/2021	04-2021	2,225.00	
cocc - Central Office Cost	9404	browco - Robert M Browne Court Officer	4/1/2021	04-2021	122.29	
cocc - Central Office Cost	9405	browco - Robert M Browne Court Officer	4/1/2021	04-2021	27.68	
cocc - Central Office Cost	9406	canfin - Canon Financial Services Inc	4/1/2021	04-2021	313.00	

Payment Summary

Property=.all AND Bank=sec8hap AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Amount	Date Reconciled
cocc - Central Office Cost	9407	carahsoft - Carahsoft Technology Corporation	4/1/2021	04-2021	692.34	
cocc - Central Office Cost	9408	ccia - Cumberland Co Improvement Auth	4/1/2021	04-2021	53.23	
cocc - Central Office Cost	9409	daily - The Daily Journal	4/1/2021	04-2021	117.66	
cocc - Central Office Cost	9410	hompro - The Home Depot Pro - SupplyWorks	4/1/2021	04-2021	137.07	
cocc - Central Office Cost	9411	lowes - Lowes Business Account	4/1/2021	04-2021	300.91	
cocc - Central Office Cost	9412	miles - Miles Technologies	4/1/2021	04-2021	885.03	
cocc - Central Office Cost	9413	pdq - PDQ Supply Inc	4/1/2021	04-2021	261.08	
cocc - Central Office Cost	9414	peters - Peterson Service Co Inc	4/1/2021	04-2021	588.81	
cocc - Central Office Cost	9415	shred - Shred-It USA LLC	4/1/2021	04-2021	53.17	
cocc - Central Office Cost	9416	sirspe - Sir Speedy Printing	4/1/2021	04-2021	1,594.17	
cocc - Central Office Cost	9417	verifi - Verizon Wireless	4/1/2021	04-2021	1,083.20	
cocc - Central Office Cost	9418	jccupa - JC'S Custom Painting	4/9/2021	04-2021	1,169.00	
cocc - Central Office Cost	9419	miles - Miles Technologies	4/9/2021	04-2021	3,344.00	
cocc - Central Office Cost	9420	abcsup - ABC Supply Co TCI ACM	4/15/2021	04-2021	21.00	
cocc - Central Office Cost	9421	acehar - Vineland Ace Hardware East	4/15/2021	04-2021	320.59	
cocc - Central Office Cost	9422	aceplu - Ace Plumbing and Electrical Supplies Inc	4/15/2021	04-2021	128.65	
cocc - Central Office Cost	9423	adcase - Advanced Cabinetry & Storage Systems LLC	4/15/2021	04-2021	1,606.90	
cocc - Central Office Cost	9424	ahcvpv - AFFORDABLE HOUSING CORP OF VINELAND	4/15/2021	04-2021	1,875.00	
cocc - Central Office Cost	9425	ahcvtaaa - AFFORDABLE HOUSING CORP OF VINELAND	4/15/2021	04-2021	9,724.91	
cocc - Central Office Cost	9426	amacap - Amazon Capital Services Inc	4/15/2021	04-2021	489.48	
cocc - Central Office Cost	9427	ambcom - Ambient Comfort	4/15/2021	04-2021	90.00	
cocc - Central Office Cost	9428	avena - Linda M Avena CPA	4/15/2021	04-2021	7,083.33	
cocc - Central Office Cost	9429	blocklsi - BLOCK LINE SYSTEMS, LLC	4/15/2021	04-2021	1,670.11	
cocc - Central Office Cost	9430	bobaut - BOB'S AUTO SUPPLY, INC	4/15/2021	04-2021	398.03	
cocc - Central Office Cost	9431	bowman - BOWMAN & COMPANY, LLP	4/15/2021	04-2021	15,000.00	
cocc - Central Office Cost	9432	callexp - Call Experts New Jersey	4/15/2021	04-2021	512.41	
cocc - Central Office Cost	9433	canbus - Canon Solutions America Inc	4/15/2021	04-2021	76.40	
cocc - Central Office Cost	9434	ccia - Cumberland Co Improvement Auth	4/15/2021	04-2021	98.50	
cocc - Central Office Cost	9435	cintas - Cintas Corporation #100	4/15/2021	04-2021	634.92	
cocc - Central Office Cost	9436	coloni - Colonial Electrical Supply	4/15/2021	04-2021	103.20	
cocc - Central Office Cost	9437	cullig - South Jersey Culligan Water	4/15/2021	04-2021	33.00	
cocc - Central Office Cost	9438	gabage - Eisenstat Gabage and Furman PC	4/15/2021	04-2021	1,391.67	
cocc - Central Office Cost	9439	hill - Ronald Hill	4/15/2021	04-2021	1,125.00	
cocc - Central Office Cost	9440	himinha - H I MINHAS LLC	4/15/2021	04-2021	356.25	
cocc - Central Office Cost	9441	hompro - The Home Depot Pro - SupplyWorks	4/15/2021	04-2021	1,582.86	
cocc - Central Office Cost	9442	lanfir - Landis Fire Protection Inc	4/15/2021	04-2021	575.00	
cocc - Central Office Cost	9443	latorr - La Torre Delsea Hardware	4/15/2021	04-2021	180.00	
cocc - Central Office Cost	9444	mason - W B Mason Co Inc	4/15/2021	04-2021	266.24	
cocc - Central Office Cost	9445	mazza - Frank Mazza & Son Inc.	4/15/2021	04-2021	288.00	
cocc - Central Office Cost	9446	mjroof - M & J ROOFING LLC	4/15/2021	04-2021	300.00	
cocc - Central Office Cost	9447	natten - National Tenant Network	4/15/2021	04-2021	331.00	
cocc - Central Office Cost	9448	omega - Omega Pest Management LLC	4/15/2021	04-2021	1,745.50	
cocc - Central Office Cost	9449	papmar - Paper Mart, Inc.	4/15/2021	04-2021	592.20	
cocc - Central Office Cost	9450	pbrese - Reserve Account	4/15/2021	04-2021	1,000.00	
cocc - Central Office Cost	9451	pdq - PDQ Supply Inc	4/15/2021	04-2021	194.26	
cocc - Central Office Cost	9452	pitneq - Pitney Bowes Inc	4/15/2021	04-2021	574.26	
cocc - Central Office Cost	9453	presso - The Press of Atlantic City	4/15/2021	04-2021	49.52	
cocc - Central Office Cost	9454	sherwi - Sherwin Williams Company	4/15/2021	04-2021	896.70	
cocc - Central Office Cost	9455	smigre - GREG SMITH TREE SERVICE LLC	4/15/2021	04-2021	680.00	
cocc - Central Office Cost	9456	staadv - Staples, Inc.	4/15/2021	04-2021	53.95	
cocc - Central Office Cost	9457	vhapet - Gloria Pomales	4/15/2021	04-2021	115.71	

Payment Summary

Property=.all AND Bank=sec8hap AND mm/yy=03/2021-04/2021 AND Check Date=03/19/2021-04/15/2021 AND All Checks=Yes AND Include Voids=All Checks

Bank	Check#	Vendor	Check Date	Post Month	Total Date Amount Reconciled
cocc - Central Office Cost	9458	wallac - Wallace Supply Co	4/15/2021	04-2021	367.31
cocc - Central Office Cost	9459	weaequ - Weaver Equipment Sales & Service	4/15/2021	04-2021	742.22
cocc - Central Office Cost	9460	wex - WEX Bank	4/15/2021	04-2021	2,559.56
cocc - Central Office Cost	9461	wheat - Wheat Road Cold Cuts	4/15/2021	04-2021	3,355.80
cocc - Central Office Cost	9462	xpress - Xpress Electronic Services, Inc.	4/15/2021	04-2021	119.00
					88,674.50

**Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey**

RESOLUTION #2021-19

**Resolution of the Housing Authority of the City of Vineland
Granting an Official Leave of Absence (FMLA)**

WHEREAS, employee Edwin Gomez applied for Family and Medical Leave Act (FMLA) on March 17, 2021; and

WHEREAS, said employee has been under physician care as of December 19, 2020; and

WHEREAS, it is recommended the Board of Commissioners of the City of Vineland grant an official leave of absence under FMLA to Edwin Gomez; and

NOW, THEREFORE, BE IT RESOLVED the Board of Commissioner of the City of Vineland grants Edwin Gomez an official leave of absence until released to full active duty with no restrictions by his physician.

ADOPTED: April 15, 2021

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forosisky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on April 15, 2021 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

**Housing Authority of the City of Vineland
County of Cumberland
State of New Jersey**

RESOLUTION #2021-20

Resolution Approving the Relocation Plan for Scattered Sites (Updated April 2021)

WHEREAS, the Vineland Housing Authority (the "Authority") owns public housing known as Scattered Sites; and

WHEREAS, the Scattered Sites are located in various areas within the City of Vineland, New Jersey; and

WHEREAS, the Authority intends to dispose of the Scattered Sites through a disposition application process; and

WHEREAS, per the regulations of the U.S. Department of Housing and Urban Development (HUD) at 24 CFR 970 the Authority has submitted an Inventory Removal Application or Plan to HUD for approval; and

WHEREAS, the Authority has prepared a Relocation Plan for the residents of the Scattered Sites; and

WHEREAS, the Relocation Plan is consistent with all applicable federal and state laws governing relocation including the requirements under Section 18 of the United State Housing Act of 1937 as amended by the Quality Housing Work Responsibility Act of 1998 and the New Jersey Relocation Assistance Law and Act and Related Statues and Regulations; and

WHEREAS, the residents of the Scattered Sites have approved the Relocation Plan; and

NOW, THEREFORE BE IT RESOLVED, the Board of Commissioners of the Housing Authority of the City of Vineland approves the Relocation Plan for the Scattered Sites.

ADOPTED: April 15, 2021

MOVED/SECONDED:

Resolution moved by Commissioner

Resolution seconded by Commissioner

VOTE:

Commissioner	Yes	No	Abstain	Absent
Chris Chapman				
Rudolph Luisi				
Alexis Cartagena				
Gary Forsosky				
Daniel Peretti				
Brian Asselta				
Mario Ruiz-Mesa – Chairman				

VINELAND HOUSING AUTHORITY

BY: Mario Ruiz-Mesa – Chairman

ATTESTATION:

This resolution was acted upon at the Regular Meeting of the Vineland Housing Authority's Board of Commissioners held on April 15, 2021 at the Authority's principal corporate office at 191 W. Chestnut Avenue, Vineland, New Jersey 08360.

By: _____
Jacqueline S. Jones, Executive Director
Secretary/Treasurer

Vineland Housing Authority



Scattered Site RELOCATION PLAN

Prepared for: Scattered Site Residents
Prepared by: The Brooke Group LLC

April 20, 2017
Revised April 15, 2021

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Appendix I – New Jersey Department of Community Affairs – Workable Relocation Assistance Plan

Attached Exhibits

- Exhibit A - General Information Notice
- Exhibit B – Section 8 Homeownership Administration Plan
- Exhibit C - Notice of Eligibility for Relocation Assistance
- Exhibit D - Notice of Availability of a Comparable Replacement Dwelling / 90-Day Notice
- Exhibit E – Vacate Notice/30 -day Notice
- Exhibit F – Addresses of Buildings Affected
- Exhibit G - Grievance Procedure of the Housing Authority of the City of Vineland

Please note that Exhibit forms are subject to change in order to stay current with all applicable HUD and New Jersey State statutes and regulations and to meet residents' needs on an ongoing basis.

I. Introduction

The Vineland Housing Authority (VHA) has received HUD approval of an Inventory Removal Application for the Disposition of the Scattered Site Public Housing Development (Scattered Site). The units are located throughout the City of Vineland and consist of primarily single-family homes on individual lots with six (6) duplexes. The VHA proposes to dispose of the Scattered Site public housing units through open market sales. This development consists of sixty-six (66) residential buildings containing 72 units. There are no non-residential buildings. The VHA, as approved by HUD, will seek disposition through a Fair Market Sale of each individual home or individual duplex. The VHA will meet the offer of sale requirements of the Section 412 of the Cranston-Gonzalez National Affordability Act of 1990.

The VHA has budgeted Capital, Operating funds and will use sale proceeds from the individual homes sales of the scattered site units to provide relocation, counseling and advisory services to the current residents of Scattered Site.

The initial submission of the disposition plan to HUD was not approved. Subsequent to that submission, HUD revised its regulations that permitted the disposition of scattered site homes for the same reasons that the VHA submitted in its original application. HUD contacted the VHA and ask that it re-submit the application. The resubmitted Disposition application was approved in January 2020. This approval was not clear with respect to preparing homes for sale and the provision to offer the homes to existing residents for purchase. The VHA reviewed HUD's approval decision in an effort to obtain the most favorable options for its residents and reached a final approval in January of 2021. HUD has not approved the use of sale proceeds to upgrade and/or renovate homes. HUD will allow the homes to be improved so that they make code and finance requirements. HUD will not allow for the VHA to give an exclusive option to purchase to the VHA existing residents. The VHA will be required to sell the homes in a competitive fashion whereas the existing residents can purchase the homes, but in competition with other potential home buyers.

This Plan has been developed in conjunction with the Scattered Site Resident Advisory Committee (RAC). Several open resident meetings have been held with the residents to review the Application and the relocation process. In addition to the Resident information meetings, the VHA did a household survey in May of 2016 which requested that Residents provide information as to their potential relocation choices as well as other needs they may encounter during the relocation process. The results of the survey aided in the development, budgeting and phasing of the Plan. A primary goal of the Plan is the successful relocation of the Scattered Site Residents to a community of their choice. The RAC has asked the VHA to continue to review the implementation procedures. Upon HUD approval of the Inventory Removal Application the VHA will send out a Notice of Eligibility to Residents consistent with the relocation phasing plan. We will invite all Residents at that time to attend a resident relocation kick off meeting to review again the details of the Plan. At this time, the VHA and the RAC will review all additional comments received to see if any implementation procedures need to be modified. The New Jersey and Federal relocation requirements will be met and or exceeded through the Plan's implementation.

After the final review of the Disposition Plan approval with HUD the VHA held 3 resident meetings via Zoom on 3/23/21, 3/24/21 and 3/25/21. At these meetings the process and updates to this Relocation Plan were reviewed.

The purpose of this document is to establish a clear set of policies, rules, and regulations that will govern the relocation process and to outline the assistance that will be provided by the VHA for relocation.

This Relocation Plan is consistent with all applicable federal and state laws governing relocation including the requirements under Section 18 of the United States Housing Act of 1937 as amended by the Quality Housing Work Responsibility Act of 1998 and the New Jersey Relocation Assistance Law and Act and Related Statutes and Regulations. The State of New Jersey requires that a Workable Relocation Action Plan (WRAP) be submitted to the New Jersey Department of Community Affairs (DCA) for review and approval. The WRAP was submitted to the DCA May 1, 2017. The WRAP is not being revised. The WRAP requirements are incorporated herein with said WRAP forms attached to this document as an Appendix.

II. Goals and Objectives

1. To ensure that all residents of Scattered Site are successfully relocated to a comparable replacement dwelling that is decent, safe, sanitary, and affordable.
2. To provide financial assistance, counseling and other advisory services necessary to minimize the hardships associated with relocation.
3. To establish a clear line of communication between the Vineland Housing Authority and Scattered Site residents.
4. To address the needs of all residents including persons with disabilities.
5. To give residents timely notification of when they will have to move.
6. To promote homeownership opportunities for the residents.

III. Resident Involvement and Participation

Residents of Scattered Site were invited to participate in discussions concerning the Relocation Plan prior to it being finalized. The VHA has established a Resident Advisory Committee comprised of residents of Scattered Site to provide input concerning the Relocation Plan. The VHA held multiple open resident meetings where residents were invited to give input, offer suggestions and raise concerns regarding their relocation options and assistance available to them. The VHA presented a PowerPoint that outlined, in detail, all the components of the Relocation Plan. In addition to the Resident information meetings the VHA did a household survey in May of 2016 which requested that Residents provide information as to their potential relocation choices as well as other needs they may encounter during the relocation process. The results of the survey aided in the development, budgeting and phasing of the Plan. The VHA has made Draft copies of the Relocation Plan available to residents prior to it being finalized so additional comments could be obtained. The residents' suggestions, where feasible, have been incorporated into the Relocation Plan. If necessary, the VHA will hold a follow-up open resident meeting before initiating the Relocation Plan. As noted in the introduction to the Relocation Plan, the VHA has held additional resident meetings since the final approval of the Disposition Plan by HUD.

IV. Assessment of Residents' Relocation Needs and Preference

The VHA will be responsible for the relocation of **70 families, (as of 2/7/2021)** from Scattered Site to decent, safe, and sanitary housing either in another VHA site or other surrounding communities.

The VHA will designate a Relocation Specialist that will be responsible to facilitate the relocation needs of Scattered Site families. The Relocation Specialist will conduct at least one initial personal interview with all residents of Scattered Site. During this interview the Relocation Specialist will assess the family's relocation needs and thoroughly explain to the resident their rights, responsibilities and options and detail the assistance that is available to them. The Relocation Specialist will explain to the resident the estimated timetable by which the resident will be required to relocate. The resident will have no more than 30 days following his or her initial interview to select their relocation option. The resident will be required to sign-off on their final relocation option.

The Relocation Specialist will be available to meet with residents in person as needed to discuss their relocation. The Authority has constructed a meeting room that allows for face-to-face meetings with residents and staff. This room was developed during the COVID 19 pandemic to provide a socially distanced means of meeting. Zoom meeting options will also be offered to residents preferring this method of meeting.

The resident must remain in good standing under the terms of his or her current lease in order to be eligible for relocation benefits. The Relocation and Supportive Services Staff will work together to ensure that residents remain eligible for relocation benefits. **If a resident is evicted under the terms of his or her current lease, he or she will lose any and all Relocation Benefits.**

V. Replacement Housing Options

Residents of Scattered Site will have the following options for replacement housing to choose from:

1. **Section 8 Tenant Based Housing Vouchers** - Residents will be eligible to receive a Tenant Based Section 8 Housing Voucher as a result of the Plan. Residents can obtain housing anywhere in the United States with this voucher. Note: some of the Residents may be over income to receive any rental assistance through the use of a Section 8 Voucher.

Unlike public housing units, a tenant-based Section 8 voucher does not provide for ceiling rents. Higher income/over income residents choosing this option may have to pay a higher payment towards rent than currently being paid in their public housing units. If a resident in this situation wants the same rent, said resident must choose another VHA tenant-based housing unit. Note: if moved to another VHA housing unit, if said unit is a RAD Section 8 unit the resident rent will be 30% of the residents adjusted gross income. Any increase above the existing flat rent will be phased in over a 3-year period.

* There will be an informational meeting held for all residents who are interested in the Section 8 program. The rules and regulations that govern the program will be explained at that time.

2. **Another VHA Housing Unit** – Residents will be eligible to transfer to a unit in a different VHA Housing Development, either public housing or RAD converted Section 8 PBV. Residents who choose to move to another VHA housing unit will have placement priority in the units, as they become available. As noted above, if a resident move into a RAD converted property there will be no flat rents. Therefore, rents may increase for over income residents.

On-Site Return Preference – The Scattered Site development is not being redeveloped and therefore there is **no** On-Site Return Preference. This being said, there are between 10 to 15 of the scattered site homes that the VHA is not going to sell at this time. These homes may become available as a relocation resource if the current resident of one of these homes decides to relocate as all Scattered Site residents will be offered this option of relocation. If any of these homes become available, the VHA will make them a resource for relocation.

3. **Homeownership/Section 8 & Non-Subsidized Open Market** - The VHA has a Section 8 homeownership program that will be made available to qualified Scattered Site residents. Residents that qualify will also have the opportunity to buy a home without using the Section 8 Voucher in or outside the jurisdiction of the VHA. Residents will be able to:

- Search the open market with a realtor if Resident chooses to find a home that meets the Resident's needs.
- Residents that use a Section 8 voucher must fully comply with the VHA Section 8 Admin plan for Homeownership which includes but is limit to homeownership counseling, having a home inspection and so on. The Section 8 Homeownership plan is attached to this document at Exhibit B.
- Residents that choose to buy strictly on the open market without the use of the Voucher will be required to follow the home buying requirements of the Section 8 homeownership Plan to receive down payment and closing cost assistance.
- Current Home – All of the homes that will be sold must be sold in an open competitive process pursuant to HUD regulations. This process will be for the VHA to list the property for sale with licensed NJ Real Estate firm. The home must be on the market for 14 days prior to the VHA reviewing and accepting any offer. If there is more than one offer, the VHA will request the potential buyers to bring in their best and final offer. The VHA will accept the highest qualified buyer's bid at that time. Residents that want to purchase their current home can participate in this process and will receive assistance through counseling, Section 8 and the Relocation Specialist to assist in a successful outcome. Residents interested in buying their current home will not have to vacate their property in advance of it being listed for sale.

VI. Split Households

For the purpose of this relocation plan a "Split Household" will refer to:

A family unit consisting of an adult parent, twenty-one years of age or older, and at least one child, where the parent has either permanent fixed or earned income equal to or greater than States minimum wage @ 32 hours per week @ 52 weeks and is not the

Head of Household but resides in the unit and is listed on the lease along with the child (ren) and was listed on the lease prior to the approval by HUD of the Plan and desires their own unit. Note: if the income is earned the splitting household member must have been at their job for at least six months.

Or

A single adult, twenty-one years of age or older, where the single adult has either permanent fixed or earned income equal or greater than the States minimum wage @ 32 hours per week @ 52 weeks and is not the Head of Household but resides in the unit and is listed on the lease and was listed on the lease prior to the approval by HUD of the Plan and desires their own unit. Note: if the income is earned the splitting household member must have been at their job for at least six months.

If a family or individual meets the criteria and would like to be identified as a Split Household in accord with this plan, they will be required to inform the VHA of this within 30 days from the date of the Notice of Eligibility sent to the Head of Household of the unit the family or individual resides. (Note: The Notice of Eligibility is further described herein). A family or individual qualifying as a "Split Household" will not affect the Relocation Benefits or Replacement Housing Options of the Head of Household. (Note: A "Split Household" may change the number of bedrooms required in the Head of Household's replacement unit).

This benefit is contingent upon the VHA having available vouchers from the vouchers provided by HUD for purposes of relocation associated with the Scattered sites to satisfy a family or individual meeting criteria stated herein. No additional vouchers will be provided by the VHA from its existing Section 8 program; therefore, no Split Household is assured the receipt of a voucher. Available vouchers will be issued on a first come first serve basis to first qualifying family units and second to qualifying single adults. This benefit requires that the Head of Household approves this Household split.

VII. Split Household Options

In accordance with this relocation plan a Split Household will have the following options:

1. Permanently relocate with a Section 8 Housing Voucher.

A Split Household must complete application to the Section 8 Program within 30 days of choosing the Split Household option. If the Split Household does not complete application within this time period, they will be deemed ineligible for this option. A Split Household **shall not** be eligible to receive any other relocation benefits or compensation.

VIII. Relocation Phasing

The Relocation Phasing Plan as described in this section is designed to:

1. Limit the need for temporary moves to the greatest extent possible.
2. Insure the health and safety of all Scattered Site residents during relocation process.
3. Ensure that all Scattered Site Residents replacement housing needs are satisfied in a timely manner.

It is the intention of the VHA that all Scattered Site Households will receive a Notice of Eligibility for Relocation Assistance upon final HUD approval of the Inventory Removal Application and approval and funding of Tenant Protection Vouchers. At this time households, should schedule appointments with the Relocation Specialist to review and select their relocation options. The VHA does reserve the right to issue this notice in phases contingent upon such issues affecting the sale of the scattered site homes such as, environmental concerns, need for rehabilitation including but not limited to septic and well replacement, overall absorption rate of market homes in the community at the time of HUD approval of the disposition plan.

1. Households who choose homeownership will move forward with the homeownership and budget counseling and other preparatory measures for a home purchase. The resident will need to complete the counseling offered by the VHA which will have a component to review credit, income and other financial history to determine if they will be able to obtain a mortgage and in what time frame. If the resident has the ability to obtain the mortgage a schedule will be set for said Resident giving them appropriate time for them to purchase a home on the open market or attempt to purchase the home that they currently live in. If the time frame to obtain a mortgage will be longer than 12 months the resident will not qualify for homeownership as a relocation option and will be required to move forward with their second relocation option. For residents that would like to purchase the home they are living in, the VHA will list the home with a Realtor based on the time frame established for the resident to qualify to purchase the home as long as the time frame does not exceed the 12 months as stated above.

Allocation of Section 8 vouchers for use in homeownership will be provided in the order of the Residents selection of this option by signing off on their relocation option certification form and also qualified to Purchase a home (i.e., Resident must meet affordability and credit underwriting standards for a home purchase prior to receiving a voucher for a home purchase).

2. Households who choose to relocate utilizing a Section 8 Voucher for a rental unit will be processed in the order of when they sign off on the relocation option certification form for this option. Vouchers will be allocated as said vouchers are made available from HUD for relocation purposes to the residents in this order. Residents who select Section 8 as their final relocation option will have to make application to and qualify under the guidelines of the Authority's Section 8 Program. Application must be complete within 30 days of the residents selecting Section 8 as their permanent relocation option. If the application is not made within this 30-day period, the Resident will be moved to the bottom of the list for receiving a voucher for relocation. If the application is not complete within the next 30 days, the Resident will no longer be eligible for Section 8 and must relocate using their second option.

The Relocation Specialist will assist in finding comparable units and making such units available in the above manner. However, Scattered Site households are encouraged to find their own unit (provided it meets the definition of a comparable unit as described in this plan) and move into said unit upon availability.

(Note: Section 8 Tenant Based Voucher Program is a program that works with private landlords. The VHA cannot guarantee that any resident will be accepted by a private landlord nor can the VHA prohibit the landlord from accepting or rejecting any VHA

resident at any time. The VHA will work with residents in the manner described above. However, the VHA will not be able to prohibit a resident from securing a unit on their own even if the VHA is working on behalf of another resident to secure the same unit.)

3. Households who choose Another VHA Housing unit will have the ability to start relocation immediately upon receiving the Notice of Eligibility for Relocation Assistance, completing their personal interview needs assessment and choosing their final relocation option.

Relocation will take place upon the availability of comparable units in the order of housing needs and then by the date and time of the signed relocation option form.

IX. Temporary Moves

The VHA does not anticipate any need for temporary moves with respect to the Scattered Site Disposition Plan.

In the event where a temporary move may be necessary the VHA will provide two options for moving to the Residents:

1. The VHA will be fully responsible for the move and the resident will be given a \$50 dislocation allowance.
2. The Resident will take full responsibility for the move including but not limited to moving company, truck, materials, the transfer of utilities, phone, cable TV, etc. The resident will be given a \$500.00 dislocation allowance payment. This payment will be made to the resident after the completion of this temporary move which will include a move out inspection made by VHA staff.

Temporary moves will in no way affect residents' permanent relocation option.

X. Availability of Comparable Replacement Dwelling

No resident will be required to move from their dwelling unless at least (1) one comparable replacement dwelling has been made available to them.

A comparable replacement dwelling will be considered to have been made available to the resident, if:

- The resident is informed of its location; and
- The resident has ample time to enter into a lease agreement for the property; and
- The resident is assured of receiving relocation assistance in sufficient time to complete the lease of the property.

No resident to be displaced will be required to vacate their dwelling before they have been given 90 days' advance written notice of a comparable replacement dwelling. Note: when residents choose Section 8 tenant-based assistance said Residents generally are required to move into an available private rental property in a shorter time frame than 90 days. If a resident requires the full 90 days and private landlords cannot be located to accommodate this request the Resident will be required to relocate to another VHA public housing unit. All Residents will be given at least 90 days from the Notice of Eligibility prior to having to relocate.

Definition of a Comparable Replacement Dwelling

A comparable replacement dwelling is a dwelling that is:

- Decent, safe, and sanitary, meaning that it is in sound clean and weather-tight condition and is in conformity with local, state and federal housing and health codes.
- Functionally equivalent to the displacement dwelling.
- In an area, not subject to unreasonable adverse environmental conditions.
- In a location, generally not less desirable than the location of the displacement dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the person's place of employment.
- Currently available to the displaced person.
- Within the financial means of the displaced person based on the HUD voucher regulations and calculations.
- Must meet Rent Reasonableness test according to HUD regulations.

Residents' rent costs will not increase as a result of relocation to a comparable replacement dwelling if the Resident is not over income and/or chooses another VHA housing unit. Scattered Site residents are all currently paying rent pursuant to HUD Public Housing regulations which includes a flat rent for over income households. The Scattered Site residents that are not over income will be offered comparable units that are either other VHA Housing or Section 8. Over Income Residents will have the option to move to a comparable VHA housing property and maintain their current rents; However, if the other VHA property is a RAD converted property the resident will be required to pay the full 30% of their adjusted gross income without a flat rent. This VHA will in this case phase in the rent increases over a 3-year period. If an over income Resident chooses Section 8 or homeownership said residents' portion of the rent or mortgage payment may be higher than it is in the current public housing unit. All residents that are not over income will have the ability to maintain a rental payment at or below 30% of their Adjusted Gross Income as defined by HUD. (Note: If the resident relocates to a unit that requires him or her to pay utilities, he or she will be given a utility allowance. Any utility expenses that exceed this allowance will be the resident's responsibility.)

(Note: Some Scattered Site residents may currently be in undersized or oversized units as defined in the VHA Admission and Occupancy Plan (ACOP). A Comparable Replacement unit will be considered functionally equivalent to the displaced dwelling if it has the proper amount of bedrooms based on the family needs as defined in the VHA ACOP (e.g., if a family that under the VHA ACOP is eligible for a 2-bedroom unit but is currently residing in a 4-bedroom unit they will be offered a 2-bedroom replacement unit).

XI. Relocation Notification

Residents of Scattered Site will receive the following relocation notices to keep them fully informed and aware of the relocation process and to keep them informed as to the earliest possible date by which they may have to vacate the property:

1. General Information Notice (See Exhibit A)

This notice will:

- Give a summary of the Inventory Removal Application (Application).
- Inform residents that they will be required to relocate as a result of the Application and give the estimated timetable for the commencement of relocation activities.

- **Caution the residents not to move at this time.**
- Generally, describe the relocation advisory services and payments for which residents may be eligible and the basic conditions of eligibility.
- Advise residents that eviction from VHA property will cancel all relocation benefits.
- Inform residents that they will not be required to move until they have received a Notice of Eligibility for Relocation Assistance, and at least 90 Days advance written notice of comparable replacement housing.

2. Notice of Eligibility for Relocation Assistance (See Exhibit C)

This notice will:

- Make reference to the previous General Information Notice and the subsequent meetings that followed.
- Inform the resident of his or her eligibility for relocation assistance.
- Describe the estimated amount of assistance and the procedures for obtaining assistance.
- Notify the resident that he or she must contact the Relocation Specialist to schedule an initial interview to discuss his or her relocation benefits and options.
- Inform the resident that he or she will not be required to move without at least 90 days written notice and inform the resident that he or she will not be required to vacate the property until at least 1 (one) comparable replacement dwellings have been made available.
- Give the estimated timetable for relocation.
- Inform the resident that this notice triggers his or her eligibility for relocation benefits.
- Caution the resident not to move until at least one comparable replacement dwelling has been made available.
- Inform the resident of his or her right to appeal decisions made by the VHA concerning his or her relocation benefits, options, amount of assistance, or determination of comparable unit.

This notice will advise residents that a copy of this Relocation Plan will be made available upon request.

4. Notice of Availability of a Comparable Replacement Dwelling / 90-Day Notice (See Exhibit D)

This notice will

- Make reference to the Notice of Eligibility for Relocation Assistance.
- Make reference to the Relocation Plan and the personal interview between the resident and the Relocation Caseworker.
- Identify at least one comparable replacement dwelling that is available and the procedures to secure this dwelling.
- Either specify the exact date or state the earliest date by which the resident may be required to move (not less than 90 days), if not specified indicate that the resident will receive a vacate notice indicating, at least 30 days in advance, the specific date by which he or she will be required to move.
- Explain the resident's right to appeal the VHA's determination of a comparable replacement dwelling.

5. Vacate Notice/30-Day Notice (See Exhibit E)

- Specify the exact date by which the resident will be required to move.
- Notice will be sent at least 30 days in advance unless otherwise waived by the resident.

XII. Advisory and Counseling Services

The VHA will offer the following Advisory and Counseling services to minimize the hardships associated with relocation:

- Inform residents of their rights and responsibilities in the relocation process.
- Personal Interviews to assess residents' relocation needs and preferences and to thoroughly explain to residents their options, the benefits and assistance available to them and the timetable for relocation.
- Advise residents of specific comparable replacement dwellings that are available.
- Keep residents informed as to the earliest date by which they may have to vacate the property.
- Referrals to Replacement Dwellings:
 - a. Provide current information on the availability and rents of comparable and other suitable replacement dwellings
 - b. If possible, inspect the housing before providing a referral to ensure that it meets all applicable standards
 - c. Offer transportation to view housing
 - d. Offer assistance in understanding and completing leases and other housing documentation
- Provide Mobility Counseling.
- Provide information about surrounding areas (i.e., schools, churches, public transportation, etc.).
- Provide training in home maintenance and utility expenses.
- Provide Homeownership Counseling.
- Provide counseling services for seniors.
- Make special arrangements to communicate with residents with hearing impairments and residents who speak English as their second language.
- Provide through the Supportive Service Staff, counseling and referrals to other sources of assistance until the Plan is complete. Residents will remain eligible for assistance through the Supportive Service program, throughout the term of the project, regardless of their relocation option.
- Provide counseling to residents on occupancy standards for the new community.
- Assist residents in making proper connection with utility companies for transfer of services, including cable, telephone and the hook-up of new services.
- Relocation personnel will be available in the evening and on weekends when necessary.

XIII. Moving Expenses

Whenever a resident is required to permanently relocate from his or her dwelling the resident may choose to perform the move on his or her own or the resident may choose to have the VHA perform the move.

In cases where the resident chooses to have the VHA perform the move, the move will be performed at no cost to the resident and the resident will receive a moving expense and dislocation allowance of \$50. In such cases, the VHA will be responsible for payment of actual moving and related expenses that it determines to be reasonable, including:

1. Transportation of person and personal property to replacement dwelling. The VHA will not be responsible for transportation costs for a distance beyond 50 miles.
2. Packing, crating, uncrating and unpacking of personal property.
3. Storage of personal property for a period not to exceed 12 months, unless the VHA determines that a longer period is necessary.
4. Disconnecting, dismantling, removing, reassembling, and reinstalling relocated household appliances, and other personal property.
5. Utility hookups, including reinstallation of telephone and cable television service.
6. Insurance for personal property in connection with the move.
7. Replacement value of property lost, stolen, or damaged in the process of moving (not through the fault or negligence of the displaced person) where insurance covering such as loss, theft or damage is not reasonably available.
8. Credit checks/ Background check

In cases where the resident chooses to perform the move on his or her own, he or she will be entitled to receive a Fixed Moving Expense and Dislocation Allowance. The Allowance will be determined by the applicable schedule published by the Federal Highway Administration and is based on the number of rooms of furniture that must be moved from the displacement dwelling. (See Chart Below). Note, residents currently in oversized units will not be compensated for unused and or unfurnished bedrooms.

Fixed Moving expense URA Cost Schedule dated 8/24/15 (as of 2/6/17 this is the last posted schedule and remains in effect)

2 beds/4 rooms	3 beds/5 rooms	4 beds/6 rooms	5 beds/7 rooms	6 beds/8 rooms
\$1,000	\$1,150	\$1,300	\$1,400	\$1,600

In cases where the resident chooses to perform the move on his or her own the resident will be required to sign forms releasing the VHA from any and all liability in connection with the move. The resident will not be eligible to receive payment until after a move-out inspection is performed and it is verified that the premises are cleared of all the resident's belongings. With the exception of the Utility Allowance as provided below; the fixed payment will constitute the full financial obligation of the VHA with respect to the resident's move. If the resident does not move by the required date as stated in the 30 Day Vacate Notice the VHA will reserve the right to move the resident. If the resident does not move that action will constitute a violation of the agreement between the resident and the VHA and may be grounds for the forfeiture of their relocation benefits with the VHA reserving the right to move the resident.

As it relates to a permanent move the VHA in addition to the Fixed Moving Expense and Dislocation Allowance will provide funds to pay for utility hook ups/transfers for phone, cable, electric and gas. The funds provided for in this paragraph will be capped at \$450.00. Funds for phone and cable will be provided to residents only if the residents currently have these services.

Security Deposit for Section 8 Housing

The VHA will pay an amount up to 1½ times the monthly rent for the security deposit of a Section 8 Unit less the amount of the resident's current security deposit which is held by the VHA. The resident's current security deposit will go towards the full security deposit with the VHA covering the remainder. Note: any amount of the resident's current security deposit that is held by the VHA do to damages caused by the resident in their current VHA unit must be made up by the tenant to so that the section 8 units' security deposit is made in the full amount. The Relocation Specialist will pay this deposit directly to the landlord immediately after the Section 8 inspection if the unit is approved. The amount of the deposit funded by the VHA will be refundable to the VHA at the termination of the lease agreement between the resident and the landlord. The portion of the security deposit supplied by the resident will be refundable to the resident at the termination of their lease with the new landlord, however, if there are any damages or other such claims on the security deposit the resident's portion of said security deposit will be used first to pay said claims.)

The VHA will not provide this additional benefit of providing funds for the security deposit to those residents who choose to relocate 50 miles or more from the Scattered Site Unit.

Down Payment and Closing Cost Assistance

Residents who purchase Scattered Site units, either their own or other Scattered Site units when available or housing on the open market will be eligible for down payment and closing cost assistance. The total amount of down payment and closing cost assistance will be \$5,250. If a Resident chooses this option no other Moving Expenses benefits will be paid to them (i.e., Fixed Moving Expense and Dislocation Allowance, Utility hook ups and transfers, security deposits). The VHA will not perform the move. The \$5,250 will constitute the full Moving Expense benefit to the relocating resident.

Condition of Current Unit

The resident is responsible to maintain their current units that they rent from the VHA. The resident must fully compensate the VHA for any damages caused by the resident. If the cost to repair said damages exceeds the amount of security deposit held by the VHA on behalf of the resident; the VHA will not fund the relocation benefits until such time the VHA is compensated for the damages in full.

XIV. Appeals

Residents will have the right to appeal any decisions made by the VHA concerning their eligibility for relocation assistance, the nature, scope and amount of relocation assistance, or the determination of a comparable replacement dwelling.

1. Appeals made to VHA

A resident can appeal a decision by sending or delivering a written correspondence to the manager's office within 5 days of the decision. This written correspondence will be directed to the Executive Director of the VHA. The correspondence should outline the reasons for the appeal including any mitigating factors that the resident thinks are pertinent to the decision. The Executive Director may at his or her discretion conduct an informal hearing with the

resident to review the case. The resident shall personally present, either orally or in writing to the Executive Director the reason for the appeal so that an informal review can take place without a hearing. A summary of such discussion shall be prepared within 5 business days. One copy shall be given to the resident and one retained in the resident's relocation file. The summary shall specify the names of the participants, dates of meetings, the nature of the proposed disposition of the appeal and specific reasons and shall specify the procedures by which a hearing may be obtained if the resident is not satisfied.

The procedure to be followed to obtain a hearing will follow the process detailed in the Grievance Procedure of the Housing Authority of the City of Vineland (Grievance Policy) (See Exhibit G.). The procedure governing the hearing will follow the process detailed in the Grievance Policy in Section IV.

The hearing officer or hearing panel shall prepare a written decision within 5 business days after the hearing. A copy of the decision shall be sent to the resident and the VHA. The VHA shall maintain a copy of this decision in the resident relocation file.

2. Appeals made to the New Jersey Department of Community Affairs

Any person aggrieved by final determination by the VHA may appeal such determination to the Division of Codes and Standards, which shall thoroughly review the matter and issue its findings as to the merits of the claim for relocation payments or benefits. Such appeals shall be made within 15 days of receipt of written notice of the determination of relocation benefits. All appeals should be submitted to:

Department of Community Affairs
Division of Codes and Standards
Relocation Assistance Program
P.O. Box 802
Trenton, NJ 08625

The Division of Codes and Standards shall provide an administrative hearing in accordance with the Administrative Procedure Act, N.J.S.A. 52:14B-1 et seq.

Appendix I.

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

WORKABLE RELOCATION ASSISTANCE PLAN

Relocation Assistance Program

Division of Codes and Standards

Vineland Housing Authority Scattered Site Homes

Located in the City of Vineland

Displacing Agency: The Vineland Housing Authority

Term: 6/1/2021 through 6/1/2023

Sent _____
Received _____
Reviewed _____

Relocation Assistance Program

WRAP Checklist

1. **Name of Agency or Municipality** The Housing Authority of the City of Vineland
2. **Name of the Contact Person** Jacqueline S. Jones
- Title** Executive Director
- Phone** (856) 691-4099
- FAX** (856) 696-0481
- E-Mail** jjones@vha.org
3. **Displacement Period** 6/1/2021 to 6/1/2023
4. **Reason for Displacement** Acquisition/Capital Project
 Code Enforcement
5. **Address(es) provided of Buildings affected?** Yes
 No
See Exhibit F Addresses of Buildings Affected
6. **Number of People Being Displaced**
- | | |
|--------------------|-------------|
| Individuals | <u>231</u> |
| Families | <u>72</u> |
| Businesses | <u>None</u> |
7. **Number of Businesses Being Displaced**
8. **Does the WRAP determine the extent of the need of the displaces?** Yes
 No

Comments: See Narrative

9. **Does the WRAP identify available replacement housing?** Yes
 No

Comments: _____

15. Estimated cost of relocation for individuals and families	\$ <u>341,925</u>
16. Estimated cost of relocation for business	\$ <u>0</u>
17. Total Project Estimate	\$ <u>341,925</u>

Sent _____
 Received _____
 Reviewed _____

18. Are State funds requested?	<u> </u> Yes	<u> X </u> No
19. Estimated amount of assistance requested (if applicable)		\$ <u>N/A</u>
20. Original signatures on application?	<u> X </u> Yes	<u> </u> No

Other comments:

The New Jersey Department of Community Affairs Workable Relocation Assistance Plan is an appendix to the Vineland Housing Authority's Scattered Site Homes Relocation Plan (Plan). The Plan is a comprehensive proposal which incorporates the State as well as the Federal (HUD) requirements associated with this relocation activity.

FORM 1

WORKABLE RELOCATION ASSISTANCE PLAN

AGENCY Vineland Housing Authority DIVISION N/A

RELOCATION OFFICER Jacqueline S. Jones TELEPHONE 856-691-4099

ADDRESS 191 Chestnut Ave. E-mail ADDRESS jjones@vha.org
Vineland, NJ 08330

Displacement/Relocation of 72 Families/Individuals as of 4/1/21

DISPLACEMENT PERIOD 6/1/2021 TO 6/1/2023

<i>N/A</i>	INDIVIDUALS		FAMILIES	
CODE ENFORCEMENT	TENANTS	OWNERS	TENANTS	OWNERS
Number Displaced Previous Period				
Number of Cases in Existing Rental Assistance Workload				
Number to be Displaced this Period				

<i>N/A</i>	INDIVIDUALS	FAMILIES	BUSINESSES
ACQUISITION	TENANTS/OWNERS	TENANTS/OWNERS	
Number to be Displaced			

Other Displacement Programs in Municipality

- If other displacement programs occurring in the municipality are listed below, the displacing agency must provide information on how relocation activities are being coordinated to ensure that the rights of all displacees are being protected. In addition, the displacing agency must identify whether there will be any overlap in the residential and/or commercial sites that are required for the displacement programs and how the municipality will compensate for the overlap.

PROGRAM	NUMBER OF FAMILIES/INDIVIDUALS	NUMBER OF BUSINESSES
<i>N/A</i>		

The above agency or unit of government has the authority to conduct this program pursuant to the Relocation Assistance Law (P.L. 1967, c. 79; N.J.S.A. 52:31B-1 et seq.), and the Relocation Assistance Law (P.L. 1971, c.362; N.J.S.A. 20-4-1 et seq.) as amended and the Regulations for the Provision of Relocation Assistance (N.J.A.C. 5:11-1 et seq.).

Date _____

Charles W. Gabage, Esq.
Name of Chief Legal Officer

Signature

I have prepared and will implement this plan in accordance with the Rules and Regulations adopted by the Department of Community affairs pursuant to the Relocation Assistance law (P.L. 1967, c.79; N.J.S.A. 52:31B-1 et seq.), and the Relocation Assistance Act (P.L. 1971, c.362; N.J.S.A. 20-4-1 et seq.) as amended. A copy of this plan and supporting documentation will be available for public inspection during regular hours.

Date _____

Jacqueline S. Jones
Name of Relocation Officer

Signature

I certify that this plan has been prepared and will be implemented in accordance with the relocation laws and regulations. Until approval of this plan by the Commissioner of the Department of Community Affairs, no involuntary displacement will occur and, in the event of an emergency, the Commissioner will be notified prior to any displacement.

I fully understand that filing this Workable Relocation Assistance Plan for approval by the Commissioner is not a request for State financial assistance to assist in funding relocation costs that may be engendered by the estimated displacement contained within.

Date _____

Jacqueline S. Jones

Signature

FORM 2

HOUSING REQUIREMENTS AND HOUSING RESOURCES

A. HOUSING REQUIREMENTS

HOUSING REQUIREMENTS OF INDIVIDUALS AND FAMILIES TO BE DISPLACED																	
Individuals		Families by Family Size				Individuals and Families-Bedrooms Needed											
Non-Housekeeping	Housekeeping	2	3	4	5	6	7	8	9	Total	1	2	3	4	5	6	Total
	72	18	46	8	0	0	0	0	0	72	0	18	46	8	0	0	72

B. HOUSING RESOURCES

	Subsidized Housing		Rentals		Sales	
	Needed	Available	Needed	Available	Needed	Available
0 Bedroom	0	0	-	-	-	-
1 Bedroom	0	0	0	0	0	0
2 Bedroom	18	18	0	0	0	18
3 Bedroom	46	46	0	0	0	46
4 Bedroom	8	8	0	0	0	8
5 Bedroom	0	0	0	0	0	0

C. SOURCE OF INFORMATION FOR AVAILABLE UNITS

➤ Include the sources from which the types and numbers of available units were obtained.

1. Subsidized Units/Houses

*See following page:

2. Rental Units/Houses

N/A

3. Units/Houses for Sale

*See following page:

FORM 2 HOUSING REQUIREMENTS AND HOUSING RESOURCES

C. SOURCE OF INFORMATION FOR AVAILABLE UNITS

The Vineland Housing Authority (VHA) is committed to making the relocation process as predictable as possible for the residents of Scattered Site Homes and to ensure that all families and individuals displaced as a direct result of the project are treated fairly, consistently and equitably so that they will not experience disproportionate grievances. The Workable Relocation Assistance Plan (WRAP) has been designed to accomplish this goal.

During the relocation process, direct services will be provided to the families. A Relocation case manager will be assigned to each family required to move. The case managers will work closely with families to locate replacement units in the neighborhood to which the resident wishes to move. The goal is to inform and advise displaced households about their housing options and to encourage the residents to undertake a thorough housing search. Potential landlords will be contacted and local real estate agencies will be enlisted to assist in finding replacement units including rental properties and for-sale properties.

All replacement units will be inspected to ensure they are comparable, decent, safe, and sanitary. Due to amount of tenants needing relocation, it is anticipated that the relocation process will take approximately one to one and a half years. This will allow time for new rental properties to become available and for tenants' embarking on homeownership, an opportunity to participate in First Time Homebuyers seminars.

While the main area of focus will be relocating families to appropriate housing which will meet the standards of decent, safe and sanitary conditions, attention will also be given to offering education in the areas of homeownership and supportive services. Tenants that desire homeownership or financial management assistance will be referred to local homeownership, credit, and financial counseling seminars.

Relocation case managers will maintain and regularly update a list of potential replacement sites and sources for locating replacement units. The following pages are a list of affordable apartment complexes located in Vineland and the surrounding area, both family and senior as of March 2021. This list contains over 1389 affordable rental units for both family and age restricted. The VHA has an additional 528 affordable housing units both age restricted and family, that when available will be offered first to eligible displacees. As a public housing authority, the VHA has vast experience with the Section 8 program with approximately 300 families housed in the community with vouchers it administers. All displaced tenants will be offered a Section 8 Housing Choice Voucher to use for their relocation into affordable apartments as well a market rate units that may be available in the community. The VHA maintains a list of local landlords who are looking for tenants. In addition, the VHA's Section 8 program includes a Section 8 Homeownership program. The Scattered Site residents will be offered Homeownership, if qualified, through the section 8 Homeownership Program. Each resident will have an opportunity to purchase the existing scattered site home that they are currently residing in. The homes must be listed with a Realtor on the open market for a 14 day period at which time the VHA must ask for highest and best offers. This is required by HUD. If the resident is unable or does not want to buy their existing home, they can purchase one on the open market with the benefit of the voucher. The VHA as part of its Relocation Plan will also provide down payment and closing cost assistance for those residents that choose homeownership as their relocation option.

Affordable Apartments in Vineland and in surrounding parts of Cumberland County

Walnut Manor Apartments

794 E. Walnut Road

[Vineland, Cumberland County, New Jersey](#)

Call: (866)-933-2293 Use Ext. 2052#

Walnut Manor Apartments is a 100 unit low income housing apartment community that provides 1-3 bedroom apartments for rent in Vineland.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs:

[Project-Based Section 8 Low Income Housing Tax Credit](#)

[Learn More](#)

[Call Now](#)

Oakview Apartments

1701 E Broad St

[Millville, Cumberland County, New Jersey](#)

Call: (866)-933-2293 Use Ext. 1164#

Oakview Apartments is a 210 unit low income housing apartment community that provides 1-4 bedroom apartments for rent in Millville.

Apartments in this community are not rent subsidized. However, this apartment community has rents considered affordable for low income families in Millville.

These affordable apartments have been funded by the following programs:

[Low Income Housing Tax Credit Section 236](#)

[Learn More](#)

[Call Now](#)

Luther Acres Apartments

560 Sarah Pl

[Vineland, Cumberland County, New Jersey](#)

Call: (866)-933-2293 Use Ext. 1887#

Luther Acres Apartments is a 100 unit low income housing apartment community that provides 1-2 bedroom apartments for rent in Vineland.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs:

[Section 202 Supportive Housing for the Elderly](#)

Tarkiln Park

364 Axtell Ave

[Vineland, Cumberland County, New Jersey](#)

Tarkiln Park is a 48 unit low income housing apartment community that provides 2-3 bedroom apartments for rent in Vineland.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs: Section 8

[Hopewell Senior Place](#)

40 Old Stagecoach Rd

[Bridgeton, Cumberland County, New Jersey](#)

Call: (866)-933-2293 Use Ext. 2573#

Hopewell Senior Place is a 92 unit low income housing apartment community in Bridgeton. Apartments in this community are not rent subsidized. However, this apartment community has rents considered affordable for low income families in Bridgeton.

These affordable apartments have been funded by the following programs:

[Low Income Housing Tax Credit](#)

[Luther Acres Apartments](#)

560 Sarah Pl

[Vineland, Cumberland County, New Jersey](#)

Call: (866)-933-2293 Use Ext. 1887#

Luther Acres Apartments is a 100 unit low income housing apartment community that provides 1-2 bedroom apartments for rent in Vineland.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs:

[Section 202 Supportive Housing for the Elderly](#)

[Tarkiln Park](#)

364 Axtell Ave

[Vineland, Cumberland County, New Jersey](#)

Tarkiln Park is a 48 unit low income housing apartment community that provides 2-3 bedroom apartments for rent in Vineland.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs:

[Project-Based Section 8](#)

[Vineland Gardens](#)

6th & Catherin Sts

[Vineland, Cumberland County, New Jersey](#)

Vineland Gardens is a 77 unit low income housing apartment community in Vineland.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs:

[Project-Based Section 8](#)

[Spring Garden Senior Housing](#)

1781 S Spring Rd

[Vineland, Cumberland County, New Jersey](#)

Spring Garden Senior Housing is a 125 unit low income housing apartment community in Vineland.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs:

[Section 202 Supportive Housing for the Elderly](#)

Delsea Village

2223 S 2nd St

[Millville, Cumberland County, New Jersey](#)

Call: (866)-933-2293 Use Ext. 3114#

Delsea Village is a 100 unit low income housing apartment community in Millville.

Apartments in this community are not rent subsidized. However, this apartment community has rents considered affordable for low income families in Millville.

These affordable apartments have been funded by the following programs:

[Low Income Housing Tax Credit](#)

[Learn More](#)

[Call Now](#)

Delsea Gardens

S Delsea Dr

[Millville, Cumberland County, New Jersey](#)

Delsea Gardens is a 100 unit low income housing apartment community in Millville.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs:

[Project-Based Section 8](#)

Ferguson Holly Berry Court

2045 Wheaton Ave

[Millville, Cumberland County, New Jersey](#)

Ferguson Holly Berry Court is a 100 unit low income housing apartment community in Millville.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs:

[Public Housing](#)

Ferguson Holly Berry Court

1100 Holly Berry Ln

[Millville, Cumberland County, New Jersey](#)

Ferguson Holly Berry Court is a 49 unit low income housing apartment community in Millville.

Some apartments in this community are rent subsidized, which means rent is income based.

These affordable apartments have been funded by the following programs:

[Public Housing](#)

Brookshire Bramblewood

1300 Block St

[Lawrence Township, Cumberland County, New Jersey](#)

Brookshire Bramblewood is a 117 unit low income housing apartment community in Lawrence Township.

Apartments in this community are not rent subsidized. However, this apartment community has rents considered affordable for low income families in Lawrence Township.

These affordable apartments have been funded by the following programs:

[Low Income Housing Tax Credit](#)

Project Freedom - Lawrence

Project Freedom Inc

[Lawrence Township, Cumberland County, New Jersey](#)

Project Freedom - Lawrence is a 11 unit low income housing apartment community in Lawrence Township.

Apartments in this community are not rent subsidized. However, this apartment community has rents considered affordable for low income families in Lawrence Township.

These affordable apartments have been funded by the following programs:

[HOME](#)

Project Freedom at Lawrence 653

27 Freedom Blvd

[Lawrence Township, Cumberland County, New Jersey](#)

Project Freedom at Lawrence 653 is a 54 unit low income housing apartment community in Lawrence Township.

Apartments in this community are not rent subsidized. However, this apartment community has rents considered affordable for low income families in Lawrence Township.

These affordable apartments have been funded by the following programs:

[Low Income Housing Tax Credit](#)

Home Front - Tlc

1880 Princeton Ave

[Lawrence Township, Cumberland County, New Jersey](#)

Home Front - Tlc is a 6 unit low income housing apartment community in Lawrence Township.

Apartments in this community are not rent subsidized. However, this apartment community has rents considered affordable for low income families in Lawrence Township.

These affordable apartments have been funded by the following programs:

[HOME](#)

FORM 4 BUSINESS RELOCATION – THIS SECTION IS NOT APPLICABLE

- Complete all sections of this form. If Business will receive an alternate payment, such as a payment in lieu of moving, indicate how the business qualifies. For a payment in lieu of moving, indicate how the business meets the three qualifying criteria as specified at N.J.A.C. 5:11-3.12.

Agency _____

Program _____

Displacement Period FROM _____ TO _____
 Month/Year Month/Year

Name and Address	Type of Business	Check One		Minority Group Class	Area (Sq. Ft./Acres)	Average Number of Employees	Plans to Relocate?		Moving Cost or Alternate Payment	
		Owner	Tenant				Yes	No	Moving	Alternate

FORM 5 ESTIMATE OF RELOCATION COST

AGENCY Vineland Housing Authority

DISPLACEMENT PERIOD FROM 6/1/2021 TO 6/1//2023
 Month/Year Month/Year

A. PAYMENTS TO FAMILIES AND INDIVIDUALS						
Type of Payment	Families		Individuals		TOTAL	
	Number	Amount	Number	Amount	Number	Amount
1. Fixed Moving Expense*	47	*75,200	0		47	75,200
2. Actual Moving Expense**	15	*38,250	0		15	38,250
3. Rental Assistance-1 st Year	N/A					
4. Down Payment Assistance	10	50,000	0		10	50,000
5. Replacement Housing Payments	N/A					
6. Previous Displacement Rental Assistance (Yr 2)	N/A					
7. Previous Displacement Rental Assistance (Yr 3)	N/A					
8. TOTAL	72	163,450				163,450
B. PAYMENTS TO BUSINESSES, NONPROFITS AND FARMS N/A						
Type of Payment	Business	Non-Profit	Farm	TOTAL		
1. Actual Moving Expenses						
2. Actual Loss of Property						
3. Payment in Lieu of Moving						
4. TOTAL						

Estimated cost of Relocation Payments for

Families and individuals

Block A, Line 8 \$ 163,450

Estimated cost of Relocation Payments for

Businesses, non-profits and farms

Block B, Line 4 \$ N/A

Total Estimated

\$ 163,450

The legally responsible agency named herein has appropriated, reserved, set aside or otherwise committed sufficient funds to cover the estimates contained in this budget.

Funding Source VHA Allocation of Capital Funds provided by HUD, as well as, sale proceeds from the sale of the Scattered Site Homes. The VHA will not request funds from the DCA

- Include a statement that indicates whether the displacing agency is requesting that the Department of Community Affairs set aside funds not to exceed 50 percent of the estimated costs and whether the displacing agency will submit for reimbursement.

*Includes utility hookups for permanent moves.

Exhibit A

General Information Notice

Sent Certified and Regular Mail

Date (This General Information Notice was Sent to the Residents on 12/22/16) and for residents that moved in after that date a notice was sent in March 2021.

RE: The Housing Authority of the City of Vineland – Scattered Site Inventory Removal Project
General Information Notice on Relocation Assistance

Dear Resident:

As you may already be aware, the Vineland Housing Authority (VHA) is applying to HUD for Inventory Removal approval of the Scattered Site project. The VHA will be asking you to move because of their action. You may be eligible for financial and other benefits under the Relocation Assistance and Evictions Acts (N.J.S.A. 52:31B-1 et seq., N.J.S.A. 20:4-1 et seq. and N.J.S.A. 2A:18-61.1 et seq. as well as benefits required through HUD's Section 18 program.

The receipt by the VHA of the final approval from HUD of the Inventory Removal Application will result in making it necessary for all residents of the Scattered Sites to permanently relocate. Relocation will, pending State approval of the Relocation Plan, commence in phases beginning in the summer of 2021 and will be completed over the next 1-2 years.

We urge you not to move at this time.

Eviction or voluntary move-out prior to receiving a formal notice of relocation eligibility will make you ineligible to receive relocation assistance.

No resident will be required to permanently relocate from his or her unit until:

1. He or she has received a ***Notice of Eligibility for Relocation Assistance.***
2. He or she has been offered comparable replacement housing.
3. He or she has received at least 90 days' advance written notice of the earliest date by which he or she will be required to move.

All Scattered Site households that are in tenancy as of the approval by HUD of the Inventory Removal Application and remain in tenancy will be eligible for Relocation Benefits and Assistance under this Plan. Please be advised that if you are evicted from your unit your eligibility for all Relocation Benefits and Assistance will be canceled.

Households may be eligible for the following Relocation Benefits and Assistance:

- **Advisory and Counseling Services** to minimize the hardships associated with relocation.
- **Financial assistance** to cover the cost of moving and other related expenses.
- **Replacement Housing Options** including Section 8 Housing Vouchers, another Public Housing unit, Section 8 Homeownership if eligible.

This is not a ***Notice of Eligibility for Relocation Assistance***. You will be receiving a ***Notice of Eligibility for Relocation Assistance*** at a later date. The ***Notice of Eligibility for Relocation Assistance*** will trigger your Relocation Benefits and Assistance.

The VHA will be working with a Relocation Committee comprised of Scattered Site residents to develop a Relocation Plan that addresses residents' needs. The VHA is now in the process of soliciting and gathering the necessary input and information from the entire Scattered Site resident population to complete the Relocation Plan.

The VHA has had several open resident meetings and has done a resident survey to gather information to develop the plan. Once the final draft is completed there will be an open meeting to discuss the Relocation Plan. We encourage you to attend this meeting and bring any ideas or concerns that may be helpful with regard to the Relocation of your family. All comments will be reviewed and considered prior to finalizing the plan.

Sincerely,

Jacqueline S. Jones
Executive Director

Cc: VHA Board of Commissioners
Tenant File

Exhibit B

Section 8 Homeownership Administrative Plan

PART VII: HOMEOWNERSHIP

[24 CFR 982.625 through 982.643]

15-VII.A. OVERVIEW [24 CFR 982.625]

The homeownership option is used to assist a family residing in a home purchased and owned by one or more members of the family. A family assisted under this option may be newly admitted or an existing participant in the HCV program. The PHA must have the capacity to operate a successful HCV homeownership program as defined by the regulations.

There are two forms of homeownership assistance a PHA may offer under this option: monthly homeownership assistance payments, or a single down payment assistance grant. PHAs may choose to offer either or both forms of homeownership assistance, or choose not to offer either. If a PHA offers both forms of assistance, a family must choose which form of assistance to receive.

The PHA must offer either form of homeownership assistance if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities. It is the sole responsibility of the PHA to determine whether it is reasonable to implement a homeownership program as a reasonable accommodation. The PHA must determine what is reasonable based on the specific circumstances and individual needs of the person with a disability. The PHA may determine that it is not reasonable to offer homeownership assistance as a reasonable accommodation in cases where the PHA has otherwise opted not to implement a homeownership program.

The PHA must approve a live-in aide if needed as a reasonable accommodation so that the program is readily accessible to and usable by persons with disabilities.

15-VII.B. FAMILY ELIGIBILITY [24 CFR 982.627]

The family must meet all of the requirements listed below before the commencement of homeownership assistance. The PHA may also establish additional initial requirements as long as they are described in the PHA administrative plan.

- The family must have been admitted to the Housing Choice Voucher program.
- The family must qualify as a first-time homeowner, or may be a cooperative member.
- The family must meet the Federal minimum income requirement. The family must have a gross annual income equal to the Federal minimum wage multiplied by 2000, based on the income of adult family members who will own the home. The PHA may establish a higher income standard for families. However, a family that meets the federal minimum income requirement (but not the PHA's requirement) will be considered to meet the minimum income requirement if it can demonstrate that it has been pre-qualified or pre-approved for financing that is sufficient to purchase an eligible unit.
- For disabled families, the minimum income requirement is equal to the current SSI monthly payment for an individual living alone, multiplied by 12.
- For elderly or disabled families, welfare assistance payments for adult family members who will own the home will be included in determining whether the family meets the minimum income requirement. It will not be included for other families.
- The family must satisfy the employment requirements by demonstrating that one or more adult members of the family who will own the home at commencement of homeownership assistance 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 has been continuously so employed during the year before commencement of homeownership assistance for the family.
- The employment requirement does not apply to elderly and disabled families. In addition, if a family, other than an elderly or disabled family includes a person with disabilities, the PHA must grant an exemption from the employment requirement if the PHA determines that it is needed as a reasonable accommodation.
- The family has not defaulted on a mortgage securing debt to purchase a home under the homeownership option
- 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.
- 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 24 CFR 982.631(c).

15-VII.C. SELECTION OF FAMILIES [24 CFR 982.626]

Unless otherwise provided (under the homeownership option), the PHA may limit homeownership assistance to families or purposes defined by the PHA, and may prescribe additional requirements for commencement of homeownership assistance for a family. Any such limits or additional requirements must be described in the PHA administrative plan.

If the PHA limits the number of families that may participate in the homeownership option, the PHA must establish a system by which to select families to participate.

15-VII.D. ELIGIBLE UNITS [24 CFR 982.628]

In order for a unit to be eligible, the PHA must determine that the unit satisfies all of the following requirements:

- The unit must meet HUD's "eligible housing" requirements. The unit may not be any of the following:
 - A public housing or Indian housing unit;
 - A unit receiving Section 8 project-based assistance;
 - A nursing home, board and care home, or facility providing continual psychiatric, medical or nursing services;
 - A college or other school dormitory;
 - On the grounds of penal, reformatory, medical, mental, or similar public or private institutions.
- The unit must be under construction or already exist at the time the family enters into the contract of sale.
- The unit must be a one-unit property or a single dwelling unit in a cooperative or condominium.
- The unit must have been inspected by the PHA and by an independent inspector designated by the family.
- The unit must meet Housing Quality Standards (see Chapter 8).
- For a unit where the family will not own fee title to the real property (such as a manufactured home), the home must have a permanent foundation and the family must have the right to occupy the site for at least 40 years.

- For PHA-owned units all of the following conditions must be satisfied:
 - The PHA informs the family, both orally and in writing, that the family has the right to purchase any eligible unit and a PHA-owned unit is freely selected by the family without PHA pressure or steering;
 - The unit is not ineligible housing;
 - The PHA obtains the services of an independent agency to inspect the unit for compliance with HQS, review the independent inspection report, review the contract of sale, determine the reasonableness of the sales price and any PHA provided financing. All of these actions must be completed in accordance with program requirements.

The PHA must not approve the unit if the PHA has been informed that the seller is debarred, suspended, or subject to a limited denial of participation.

15-VII.E. ADDITIONAL PHA REQUIREMENTS FOR SEARCH AND PURCHASE [24 CFR 982.629]

It is the family's responsibility to find a home that meets the criteria for voucher homeownership assistance. The PHA may establish the maximum time that will be allowed for a family to locate and purchase a home, and may require the family to report on their progress in finding and purchasing a home. If the family is unable to purchase a home within the maximum time established by the PHA, the PHA may issue the family a voucher to lease a unit or place the family's name on the waiting list for a voucher.

15-VII.F. HOMEOWNERSHIP COUNSELING [24 CFR 982.630]

Before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA. HUD suggests the following topics for the PHA-required pre-assistance counseling:

- Home maintenance (including care of the grounds);
- Budgeting and money management;
- Credit counseling;
- How to negotiate the purchase price of a home;
- How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;
- How to find a home, including information about homeownership opportunities, schools, and transportation in the PHA jurisdiction;
- Advantages of purchasing a home in an area that does not have a high concentration of low-income families and how to locate homes in such areas;
- Information on fair housing, including fair housing lending and local fair housing enforcement agencies; and
- Information about the Real Estate Settlement Procedures Act (12 U.S.C. 2601 et seq.) (RESPA), state and Federal truth-in-lending laws, and how to identify and avoid loans with oppressive terms and conditions.

The PHA may adapt the subjects covered in pre-assistance counseling (as listed) to local circumstances and the needs of individual families.

The PHA may also offer additional counseling after commencement of homeownership assistance (ongoing counseling). If the PHA offers a program of ongoing counseling for participants in the homeownership option, the PHA shall have discretion to determine whether the family is required to participate in the ongoing counseling.

If the PHA does not use a HUD-approved housing counseling agency to provide the counseling, the PHA should ensure that its counseling program is consistent with the counseling provided under HUD's Housing Counseling program.

15-VII.G. HOME INSPECTIONS, CONTRACT OF SALE, AND PHA DISAPPROVAL OF SELLER [24 CFR 982.631]

Home Inspections

The PHA may not commence monthly homeownership assistance payments or provide down payment assistance grants for a family until the PHA has inspected the unit and has determined that the unit passes HQS.

An independent professional inspector selected by and paid for by the family must also inspect the unit. 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.

The PHA may not require the family to use an independent inspector selected by the PHA. The independent inspector may not be a PHA employee or contractor, or other person under control of the PHA. However, the PHA may establish standards for qualification of inspectors selected by families under the homeownership option.

The PHA may disapprove a unit for assistance based on information in the independent inspector's report, even if the unit was found to comply with HQS.

Contract of Sale

Before commencement of monthly homeownership assistance payments or receipt of a down payment assistance grant, 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 PHA a copy of the contract of sale. The contract of sale must:

- Specify the price and other terms of sale by the seller to the purchaser;
- Provide that the purchaser will arrange for a pre-purchase inspection of the dwelling unit by an independent inspector selected by the purchaser;
- Provide that the purchaser is not obligated to purchase the unit unless the inspection is satisfactory to the purchaser;
- Provide that the purchaser is not obligated to pay for any necessary repairs; and
- Contain a certification from the seller that the seller has not been debarred, suspended, or subject to a limited denial of participation under CFR part 24.

Disapproval of a Seller

In its administrative discretion, the PHA may deny approval of a seller for the same reasons a PHA may disapprove an owner under the regular HCV program [see 24 CFR 982.306(c)].

15-VII.H. FINANCING [24 CFR 982.632]

The PHA may establish requirements for financing purchase of a home under the homeownership option. This may include requirements concerning qualification of lenders, terms of financing, restrictions concerning debt secured by the home, lender qualifications, loan terms, and affordability of the debt. The PHA must establish policies describing these requirements in the administrative plan.

A PHA may not require that families acquire financing from one or more specified lenders, thereby restricting the family's ability to secure favorable financing terms.

15-VII.I. CONTINUED ASSISTANCE REQUIREMENTS; FAMILY OBLIGATIONS [24 CFR 982.633]

Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the PHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the PHA the homeownership assistance for the month when the family moves out.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

The family must comply with the following obligations:

- The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
- The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to 24 CFR 982.551 (h) and (i).
- The family must supply information to the PHA or HUD as specified in 24 CFR 982.551(b). The family must further supply any information required by the PHA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
- The family must notify the PHA before moving out of the home.
- The family must notify the PHA if the family defaults on the mortgage used to purchase the home.
- No family member may have any ownership interest in any other residential property.
- The family must comply with the obligations of a participant family described in 24 CFR 982.551, except for the following provisions which do not apply to assistance under the homeownership option: 24 CFR 982.551(c), (d), (e), (f), (g) and (j).

15-VII.J. MAXIMUM TERM OF HOMEOWNER ASSISTANCE [24 CFR 982.634]

Except in the case of a family that qualifies as an elderly or disabled family, other family members (described below) shall not receive homeownership assistance for more than:

- Fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or
- Ten years, in all other cases.

The maximum term described above applies to any member of the family who:

- Has an ownership interest in the unit during the time that homeownership payments are made; or
- Is the spouse of any member of the household who has an ownership interest in the unit during the time homeownership payments are made.

In the case of an elderly family, the exception only applies if the family qualifies as an elderly family at the start of homeownership assistance. In the case of a disabled family, the exception applies if at any time during receipt of homeownership assistance the family qualifies as a disabled family.

If, during the course of homeownership assistance, the family ceases to qualify as a disabled or elderly family, the maximum term becomes applicable from the date homeownership assistance commenced. However, such a family must be provided at least 6 months of homeownership assistance after the maximum term becomes applicable (provided the family is otherwise eligible to receive homeownership assistance).

If the family has received such assistance for different homes, or from different PHAs, the total of such assistance terms is subject to the maximum term described in this part.

15-VII.K. HOMEOWNERSHIP ASSISTANCE PAYMENTS AND HOMEOWNERSHIP EXPENSES [24 CFR 982.635]

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

In determining the amount of the homeownership assistance payment, the PHA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in elsewhere in this plan for the Housing Choice Voucher program.

The PHA may pay the homeownership assistance payments directly to the family, or at the PHA's discretion, to a lender on behalf of the family. If the assistance payment exceeds the amount due to the lender, the PHA must pay the excess directly to the family.

Homeownership assistance for a family terminates automatically 180 calendar days after the last homeownership assistance payment on behalf of the family. However, a PHA may grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

The PHA must adopt policies for determining the amount of homeownership expenses to be allowed by the PHA in accordance with HUD requirements.

Homeownership expenses (not including cooperatives) only include amounts allowed by the PHA to cover:

- Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;
- Real estate taxes and public assessments on the home;
- Home insurance;
- The PHA allowance for maintenance expenses;
- The PHA allowance for costs of major repairs and replacements;
- The PHA utility allowance for the home;
- 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 PHA 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;
- Land lease payments where a family does not own fee title to the real property on which the home is located; [see 24 CFR 982.628(b)].
- For a condominium unit, condominium operating charges or maintenance fees assessed by the condominium homeowner association.

Exhibit C

Notice of Eligibility for Relocation Assistance

MM/DD/YY

Sent Certified Mail Plus Hand Delivered

Name

Address

City, St, Zip

Dear Name:

The Vineland Housing Authority (the Authority) has received final approval from HUD to proceed with the Scattered Site Inventory Removal Plan (Plan). The Authority reviewed this Plan with you by sending a General Information Notice dated December 22, 2016 and holding resident information meetings on October 6, 2015, April 20, 2016, November 30, 2016, February 8, 2017, March 23, 2021, March 24, 2021, March 25, 2021 and Date. In accordance with the Plan, Scattered Site homes will be disposed of (sold) to market rate buyers. As a result, you will be required to permanently relocate from your unit unless you purchase your home pursuant to the terms and conditions of the Relocation Plan.

You **are not** required to move from your unit at this time.

This is a Notice of Eligibility for Relocation Assistance.

You are eligible for Relocation Benefits and Assistance under the Scattered Site Inventory Removal Relocation Plan. Please contact Name, Relocation Specialist, by Phone (Phone Number) or stop by the Office located at (Address) immediately to set up an appointment to discuss your Relocation Options. Please be advised that if you are evicted from your unit your eligibility for all Relocation Benefits and Assistance will be canceled.

As of the date of this notice you are eligible for the following Relocation Benefits and Assistance:

- **Advisory and Counseling Services** to minimize the hardships associated with relocation.
- **Financial Assistance** to cover the cost of moving and other related expenses.
- **Replacement Housing Options** including Section 8 Housing Choice Vouchers, Section 8 Homeownership if eligible, Other Public Housing Units, if eligible, managed by the Authority.

You will not be required to move from your unit until at least (1) one comparable replacement dwelling has been made available to you and you have received at least 90 Days advance written notice of the earliest date by which you will be required to move.

The Inventory Removal Application of Scattered Site is planned to begin in the next 3 to 18 months. The timely relocation of all households at Scattered Site is essential to the success of the program. It is important that you cooperate with the Relocation Assistance so that you and your family can be successfully relocated to a comparable replacement dwelling that best fits your family's needs.

You will have the right to appeal, in accordance with the New Jersey Department of Community Affairs Division of Codes and Standards established appeals procedure as described in the Relocation Plan, any decisions made by the Authority concerning the nature, scope and amount of relocation assistance, or the determination of a comparable replacement dwelling.

Again please contact **Name**, Relocation Specialist, by Phone (**Phone #**) or stop by the Office located at (**Address**) immediately to set up an appointment to discuss your Relocation Options.

If you are Hearing-Impaired please call (800) **XXX-XXXX** ext. **XXX** for information and assistance.

Sincerely,

Jacqueline S. Jones
Executive Director

Enclosure

cc:

Exhibit D

Notice of Availability of a
Comparable Replacement Dwelling /
90-Day Notice

MM/DD/YY

Sent Certified Mail Plus Regular Mail

Name

Address

City, St, Zip

RE: Available Replacement Unit (90-Day Notice)

Dear Name:

Based on your preference of Replacement Housing that you selected on your Relocation Option Form dated MM/DD/YY following our interview we have identified a Replacement Unit that is available for you and your family. This unit is comparable to your present unit and satisfies your housing needs based on the information you provided at our interview on MM/DD/YY.

The unit is located at: Street Address
City, St, Zip

I will be contacting you to set up a time to view the unit and to discuss your Moving Expense Benefits. I will provide transportation to the unit if necessary.

If you find this unit acceptable you will be required to move from your present unit on or after MM/DD/YY. You will receive a 30-Day Vacate Notice advising you of the exact date by which you will be required to move.

I encourage you to permit the Housing Authority to conduct an extermination of your belongings prior to your move. A Housing Authority representative will contact you to schedule the extermination procedure.

You will have the right to appeal this determination of a comparable replacement dwelling if you find that this unit is not suitable for your housing needs.

Please feel free to contact me at (Telephone #) to set up a time to view the unit.

Sincerely,

Relocation Specialist

Cc: Resident File
Relocation File

Exhibit E

Vacate Notice/30-Day Notice

MM/DD/YY

Sent Certified Mail Plus Regular Mail

Name
Address
City, St, Zip

RE: Available Replacement Unit (30-Day Vacate Notice)

Dear Name:

The purpose of this letter is to inform you that the Replacement Unit that you selected, Address, City, St, Zip will be available for you to move in on MM/DD/YY. You will be required to vacate your present unit by MM/DD/YY.

I will be contacting you to schedule an orientation and move-in appointment.

Please be advised that if you do not vacate the unit by MM/DD/YY you may be evicted and deemed ineligible for any and all Relocation Benefits and Assistance.

If you have any questions please do not hesitate to contact me.

Sincerely,

Relocation Specialist

cc: Resident File
Relocation File

Exhibit F

Addresses of Buildings Affected

SCATTERED 005	64 Arcadia Place
	75 Bortle Drive
	77 Bortle Drive
	774 Southwest Boulevard
	813 Broadway
	1787 Cedar Avenue
	103 Cherry Street
	507 Edwards Lane
	1137 Elmer Road
	73 Melrose Street
	403 Mt. Vernon Street
	1441 Nylund Drive
	325 E. Oak Road, Unit A
	325 E. Oak Road, Unit B
	718 Oxford Street
	204 W. Oxford Street
	419 Park Avenue
	1053 W. Park Avenue
	753 S. West Avenue, #A
	753 S. West Avenue, #B
757 S. West Avenue, #A	
757 S. West Avenue, #B	
761 S. West Avenue, #A	
761 S. West Avenue, #B	
212 Yelcka Avenue	

SCATTERED SITES 018	1017 Alexander Drive
	2935 Athens Way
	2961 Athens Way
	30 Avon Place
	167 Axtell Avenue
	1479 Brown Road
	930 Charles Street
	1290 W. Chestnut Avenue
	864 (924) Columbia Avenue
	1368 Cornell Street
	706 Florence Avenue
	3188 Hance Bridge Road
	5578 High Ridge Road
	1745 Jackson Drive

	1810 Jackson Drive
	5599 Lodge Place
	1419 S. Maple Drive
	4209 Marlyn Avenue
	760 N. Mill Road
	1486 E. Oak Road
	4331 Robert Drive
	734 S. Third Street
	721 S. Valley Avenue

SCATTERED SITES 019	2149 Berkeley Drive
	4630 Bernard Road
	714 Broadway
	1306 Brown Road
	1409 Brown Road
	1278 W. Cornell Street
	1329 W. Cornell Street
	1336 W. Cornell Street
	518 Grandview Avenue
	5633 High Ridge Road
	5691 High Ridge Road
	1290 Old Lake Road
	1091 N. Mill Road
	1460 Neptune Terrace
	4509 Noel Drive
	612 Oxford Street
	838 Peach Street
	4486 Robin Drive
	4511 Robin Drive
	2174 Sunset Avenue
707 S. Third Street	
762 S. Third Street	
1659 Venus Drive	
38 Victory Lane	

Exhibit G

Grievance Procedure of the Housing Authority of the City of Vineland

Grievance Procedure of the Housing Authority of the City of Vineland

- I. **Definitions applicable to the grievance procedure:** [966.53]
- A. **Grievance:** Any dispute which a Tenant may have with respect to PHA action or failure to act in accordance with the individual Tenant's lease or PHA regulations which adversely affects the individual Tenant's rights, duties, welfare or status.
 - B. **Complainant:** Any Tenant (as defined below) whose grievance is presented to the PHA (at the central office or the development office) in accordance with the requirements presented in this procedure.
 - C. **Elements of due process:** 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 Tenant of the grounds for terminating the tenancy and for eviction;
 - (2) Right of the Tenant to be represented by counsel;
 - (3) Opportunity for the Tenant to refute the evidence presented by the PHA, including the right to confront and cross examine witnesses and to present any affirmative legal or equitable defense which the Tenant may have;
 - (4) A decision on the merits.
 - D. **Hearing Officer:** A person selected in accordance with 24CFR § 966.55 and this procedure to hear grievances and render a decision with respect thereto.
 - E. **Hearing Panel:** A three member panel selected in accordance with 24CFR § 966.55 and this procedure to hear grievances and render a decision with respect thereto.
 - F. **Tenant:** The adult person (or persons) (other than a Live-in aide):
 - (1) Who resides in the unit, and who executed the lease with the PHA as lessee of the dwelling unit, or, if no such person now resides in the unit,
 - (2) Who resides in the unit, and who is the remaining head of the household of the Tenant family residing in the dwelling unit.
 - G. **Resident Organization:** An organization of residents, which also includes a resident management corporation.

II. **Applicability of this grievance procedure** [966.51]

In accordance with the applicable Federal regulations (24CFR § 966.50) this grievance procedure shall be applicable to all individual grievances (as defined

in Section I above) between Tenant and the PHA with the following two exceptions:

- A. Because HUD has issued a due process determination that the law of the State of New Jersey requires that Tenant be given the opportunity for a hearing in court which provides the basic elements of due process (as defined above) before eviction from the dwelling unit, the grievance procedure shall not be applicable to any termination of tenancy or eviction that involves:
 - (1) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or employees of the PHA, or
 - (2) Any drug-related criminal activity on or near such premises. [966.51 (2)(i) and (ii)]
- B. The PHA grievance procedure shall not be applicable to disputes between Tenants not involving the PHA or to class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the PHA's Board of Commissioners. [966.51 (b)]

This grievance procedure is incorporated by reference in all Tenant dwelling leases and will be furnished to each Tenant and all resident organizations. [966.52 (b) and (d)]

Any changes proposed in this grievance procedure must provide for at least 30 days notice to Tenants and resident organizations, setting forth the proposed changes and providing an opportunity to present written comments. Comments submitted shall be considered by the PHA before any revisions are made to the grievance procedure. [966.52 (c)]

III. Informal settlement of a grievance [966.54]

Any grievance must be personally presented, either orally or in writing, to the PHA's central office or the management office of the development in which the complainant resides within ten days after the grievable event. Grievances received by the PHA's central office will be referred to the person responsible for the management of the development in which the complainant resides.

As soon as the grievance is received, it will be reviewed by the management office of the development to be certain that neither of the exclusions in paragraphs II.A or II.B above applies to the grievance. Should one of the exclusions apply, the complainant will be notified in writing that the matter raised is not subject to the PHA's grievance procedure, with the reason therefor.

If neither of the exclusions cited above apply, the complainant will be contacted to arrange a mutually convenient time within ten working days to meet so the grievance may be discussed informally and settled without a hearing. At the informal hearing the complainant will present the grievance and the person in

charge of the management office will attempt to settle the grievance to the satisfaction of both parties.

Within five working days following the informal discussion, the PHA shall prepare and either give or mail to Tenant a summary of the discussion that must specify the names of the participants, the dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefor, and shall specify the procedures by which a formal hearing under this procedure may be obtained if the complainant is not satisfied. A copy of this summary shall also be placed in Tenant's file.

IV. Formal Grievance Hearing

If the complainant is dissatisfied with the settlement arrived at in the informal hearing, the complainant must submit a written request for a hearing to the management office of the development where Tenant resides no later than five working days after the summary of the informal hearing is received. A receipt signed by the complainant or a return for delivery of certified mail, whether or not signed, will be sufficient proof of time of delivery for the summary of the informal discussion. [966.55 (a)]

The written request shall specify:

The reasons for the grievance;

The action of relief sought from the PHA; and

Several dates and times in the following ten working days when the complainant can attend a grievance hearing.

If the complainant requests a hearing in a timely manner, the PHA shall schedule a hearing on the grievance at the earliest time possible for the complainant, PHA and the hearing officer or hearing panel, but in no case later than ten working days after the PHA received the complainant's request.

If the complainant fails to request a hearing within five working days after receiving the summary of the informal hearing, the PHA's decision rendered at the informal hearing becomes final and the PHA is not obligated to offer the complainant a formal hearing unless the complainant can show good cause why he failed to proceed in accordance with this procedure. [966.55 (c) and (d)]

Failure to request a grievance hearing does not affect the complainant's right to contest the PHA's decision in a court hearing. [966.55 (c)]

V. Selecting the Hearing Officer or Hearing Panel [966.55 (b)(2)(ii)]

A grievance hearing shall be conducted by an impartial person or persons appointed by the PHA after consultation with resident organizations, as described below:

- A. The PHA shall nominate a slate of impartial persons to sit as hearing officers or hearing panel members. Such persons may include

PHA Board members, PHA staff members, residents, professional arbitrators, or others. The initial slate of nominees should be at least nine persons.

The PHA will check with each nominee to determine whether there is an interest in serving as a potential hearing officer or panel member, whether the nominee feels fully capable of impartiality, whether the nominee can serve without compensation, and what limitations on the nominee's time would affect such service.

Nominees will be informed that they will be expected to disqualify themselves from hearing grievances that involve personal friends, other residents of developments in which they work or reside, or grievances in which they have some personal interest.

Nominees who are not interested in serving as hearing officers or whose time is too limited to make service practical will be withdrawn.

- B. A slate of potential hearing officers or hearing panel members nominated by the PHA shall be submitted to the PHA's resident organizations. Written comments from the organizations shall be considered by the PHA before the nominees are appointed as hearing officers or panel members.
- C. When the comments from resident organizations have been received and considered, the nominees will be informed that they are the PHA's official grievance hearing committee. The PHA will subsequently contact committee members in random order to request their participation as hearing panel members or hearing officers.

VI. Escrow deposit required for a hearing involving rent [966.55 (e)]

Before a hearing is scheduled in any grievance involving the amount of rent which the PHA claims is due under this lease, the complainant shall pay to the PHA an amount equal to the rent due and payable as of the first of the month preceding the month in which the act or failure to act took place. The complainant shall, thereafter, deposit the same amount of the monthly rent in an escrow account monthly until the complaint is resolved by decision of the hearing officer or hearing panel. This requirement will not be waived by the PHA.

VII. Scheduling hearings [966.55 (f)]

When a complainant submits a timely request for a grievance hearing, the PHA will immediately contact three members of the hearing committee to schedule the hearing within the following ten working days on one of the dates and times indicated by the complainant. If three committee members can agree on a date and time for the hearing, the complainant will be so notified.

If two of the panel members can meet on a date convenient for the complainant, the PHA will approach another member of the hearing committee to find a third member to complete the panel.

If only one member of the hearing committee can meet on a date named by the complainant, that single committee member shall serve as the hearing officer.

Once the hearing panel or hearing officer have agreed upon the hearing date and time, the complainant, the manager of the development in which the complainant resides, and hearing panel members or officer shall be notified in writing. Notice to the complainant shall be in writing, either personally delivered to complainant or sent by mail, return receipt requested.

The written notice will specify the time, place and procedures governing the hearing.

VIII. Procedures governing the hearing [966.56]

The hearing shall be held before a hearing panel or hearing officer as described above in Section VII. The complainant shall be afforded a fair hearing, which shall include:

- A. The opportunity to examine before the hearing any PHA documents, including records and regulations, that are directly relevant to the hearing.

The Tenant shall be allowed to copy any such document at the Tenant's expense. If the PHA does not make the document available for examination upon request by the complainant, the PHA may not rely on such document at the grievance hearing.

- B. The right to be represented by counsel or other person chosen as the Tenant's representative and to have such person make statements on the Tenant's behalf.
- C. The right to a private hearing unless the complainant requests a public hearing. The right to present evidence and arguments in support of the Tenant's complaint to controvert evidence relied on by the PHA or project management, and to confront and cross examine all witnesses upon whose testimony or information the PHA or project management relies; and
- D. A decision based solely and exclusively upon the fact presented at the hearing. [966.56 (b)]

The hearing panel or officer may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding. [966.56 (c)]

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and, thereafter, the PHA must sustain the burden of justifying the PHA action or failure to act against which the complaint is directed. [966.56 (e)]

The hearing shall be conducted informally by the hearing panel or officer. 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. [966.56 (f)]

The hearing panel or officer shall require the PHA, the complainant, counsel and other participants or spectators to conduct themselves in an orderly fashion. Failure to comply with the directions of the hearing panel or 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. [966.56 (f)]

The complainant or the PHA may arrange in advance, and at expense of the party making the arrangement, for a transcript of the hearing. Any interested party may purchase a copy of such transcript. [966.56 (g)]

The PHA must provide reasonable accommodation for persons with disabilities to participate in the hearing. Reasonable accommodation may include qualified sign language interpreters, readers, accessible locations, or attendants. If the Tenant is visually impaired, any notice to the Tenant which is required under this procedure must be in an accessible format. [966.56 (h)]

If a hearing panel member or officer fails to disqualify himself/herself as required in Section V.A., the PHA will remove the panel member or officer from the hearing committee, invalidate the results of the hearing and schedule a new hearing with a new hearing panel or officer.

IX. Failure to appear at the hearing

If the complainant or the PHA fails to appear at the scheduled hearing, the hearing panel or officer may make a determination to postpone the hearing for not to exceed five business days, or may make a determination that the party has waived his right to a hearing. [966.56 (d)]

Both the complainant and the PHA shall be notified of the determination by the hearing panel or officer; Provided, that a determination that the complainant has waived his right to a hearing shall not constitute a waiver of any right the complainant may have to contest the PHA's disposition of the grievance in court. [966.56 (d)]

X. Decision of the hearing panel or officer [966.57]

The hearing panel or officer shall prepare a written decision, together with the reasons for the decision within ten working days after the hearing. A copy of the decision shall be sent to the complainant and the PHA.

The PHA shall retain a copy of the decision in the Tenant's folder. A copy of the decision with all names and identifying references deleted, shall also be maintained on file by the PHA and made available for inspection by a prospective complainant, his representative, or the hearing panel or officer.

The decision of the hearing panel or officer shall be binding on the PHA which shall take all actions, or refrain from any actions, necessary to carry out the decision

unless the PHA's Board of Commissioners determines within ten working days, and promptly notifies the complainant of its determination that:

- A. The grievance does not concern PHA action or failure to act in accordance with or involving the complainant's lease or PHA regulations, which adversely affect the complainant's rights, duties, welfare or status.
- B. The decision of the hearing panel or officer is contrary to applicable Federal, State or local law, HUD regulations, or requirements of the annual contributions contract between HUD and the PHA.
- C. A decision by the hearing panel or officer or Board of Commissioners in favor of the PHA or which denies the relief requested by the complainant in whole or in part shall not constitute a waiver of, nor affect in any way, the rights of the complainant to a trial or judicial review in any court proceedings which may be brought in the matter later. [966.57]

4/7/21

HOUSING AUTHORITY OF VINELAND - APRIL, 2021 - EVICTIONS

1. ROSA ROSADO

This matter was referred for eviction based on unpaid rent. The hearing was scheduled for March 18, 2020 but in an effort to contain the spread of COVID-19, the Court has suspended all landlord/tenant cases for the time being. We do not as yet have a new date for the hearing.

2. JOSEPH BARBOSA

This matter was referred for eviction based upon the One Strike policy and unpaid rent. We have not yet been advised of the hearing date because of COVID-19.

3. FERDINAN CUEVAS-RUIZ

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. We have not yet been advised of the hearing date because of COVID-19.

4. HERIBERTO AFANADOR

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. We have not yet been advised of the hearing date because of COVID-19.

5. MELISSA DEJESUS

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court. We have not yet been advised of the hearing date because of COVID-19.

6. IRIS RODRIGUEZ

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

7. JEMECIA WAINWRIGHT

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

8. JENNIFER RIVERA

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

9. PORSHA ROSARIO

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

10. DAWN DAYTON

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

11. MELINDA RODRIGUEZ

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

12. ADRIANA DELGADO

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.

13. IVELISSE RIVERA

This matter was referred for eviction based on unpaid rent and a complaint was filed with the Court on December 28, 2020. We have not yet been advised of the hearing date because of COVID-19.