

March 15, 2019

Ms. Theresa L. Arce  
Director: Office of Public Housing  
U.S. Department of Housing & Urban Development  
One Newark Center, 13<sup>th</sup> Floor  
Newark, New Jersey 07102-5260

***Re: Significant Amendment to Jersey City Housing Authority's 2019 Agency Plan***

Dear Ms. Arce:

I am writing to inform you of a significant amendment to the Jersey City Housing Authority's (JCHA) 2019 Annual Agency Plan. The JCHA is amending its Admissions and Continued Occupancy Policy (ACOP) pursuant to the Federal Register Notice published on July 26, 2018 from the U.S. Department of Housing and Urban Development (HUD) that mandates that all PHAs operating more than 250 public housing units must update their ACOP to implement HUD's over-income threshold pursuant to Section 103 of HOTMA by March 26, 2019.

The JCHA has amended Section 12.1: Eligibility and Continued Occupancy of its ACOP and added a section 12.13: "Over-Income Limit" which includes the regulations regarding Over-Income Tenants as mandated by Section 103 of HOTMA, including the imposition of an over-income limit in the program, all instances of when the two-year time frame begins, and notification requirements (Please see Attachment A: "ACOP Revision" for the additional language).

Additionally, the JCHA is amending its 2019 Annual Plan, Attachment C: HOPE VI, Mixed-Finance, Mod/Development, Rehabilitation/ Sustainability, Demo/Disposition, Conversions, Homeownership Programs, Project-Based Vouchers (B.2 of HUD FORM 50075-ST), Section 2: Mixed Finance and Modernization to include RAD specifications for 323 units (Please see Attachments D-I for site specifications).

The JCHA conducted a meeting on January 8, 2019 with the Resident Advisory Board (RAB) constituted for the JCHA 2019 Agency Annual Plan amendment process and, at that meeting, provided information about and discussed the amendment to the 2019 Agency Annual Plan. The JCHA also provided notice informing the public that the information would be available for review and inspections during the public comment period and that a public hearing would take place on sites, on the JCHA website, and through notice in local newspapers. The JCHA provided a copy of the draft of the Significant Amendment to the Asset Managers and Resident Leadership at each site and on its website in preparation for the 45-day public comment period running from January 11 to February 26, 2019. The JCHA held two public hearings regarding the Significant Amendment to the JCHA 2019 Agency Annual Plan on February 26 and February 28, 2019. No comments and recommendations were provided by the RAB during the 45-day comment period or during the two public hearings.



400 U.S. Highway #1,  
Jersey City, New Jersey 07306  
Telephone (201) 706-4600 Fax (201) 547-6638

If you require additional information, please let us know.

Sincerely,

A handwritten signature in black ink, which appears to read "Vivian Brady-Phillips". The signature is written in a cursive style with a large initial "V".

Vivian Brady-Phillips  
Executive Director

# **JERSEY CITY HOUSING AUTHORITY**

## **Attachment B:**

### **ADMISSIONS AND CONTINUED OCCUPANCY** **PLAN AMENDMENT**

**SECTION 12.1: ELIGIBILITY AND CONTINUED  
OCCUPANCY & SECTION 12.13: OVER-INCOME  
LIMIT**

## CHAPTER 12: CONTINUED OCCUPANCY

At least annually, the JCHA will conduct a recertification of family circumstances. The results of the recertification determine (1) whether the family is housed in the correct unit size; (2) whether the family has complied with the Community Service/Self-Sufficiency Requirement; 3) whether the family is paying the correct amount of rent; and 4) whether any adult member of the household is a Registered Sex Offender. JCHA has adopted policies concerning the conduct of annual and interim recertifications that are consistent with regulatory requirements. [24 CFR 906.257(c)] Complete verification of the circumstances applicable to rent adjustments must be documented and approved by according to JCHA policies. [24 CFR § 960.259(c)]

### 12.1 ELIGIBILITY FOR CONTINUED OCCUPANCY

Residents who meet the following criteria will be eligible for continued occupancy:

1. Qualify as a family as defined in this policy document
2. Live in the type of property appropriate for their family type
3. Are in full compliance with the resident obligations and responsibilities as described in the dwelling lease. [24 CFR § 966.4(f)]
4. Have Social Security numbers for each family member age six and over. [24 CFR § 5.216]
5. Meet HUD standards on citizenship or immigration status or are paying a pro-rated rent. [24 CFR § 5.508 (b)]
6. Are in compliance with JCHA's 8 hour per month Community service requirements.
7. Are below the over-income limit for public housing tenancy as described in Section 103 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA): if meeting the criteria for over-income, are paying the rental amount prescribed by Section 103 of HOTMA.

~~HUD is strongly recommending that PHAs explore a potential term limitation on tenancy in public housing for households that are deemed extremely over income.~~

### 12.2 REGULAR RECERTIFICATION

Once a year, JCHA will re-examine family composition and apartment size for all resident families. JCHA will reexamine the income of families paying income based rents once a year and once every three years for families paying flat rents. JCHA conducts annual recertifications by sending a notification letter to the family letting them know it is time for their annual recertification. The JCHA may mail documents or interview adult family members and verifying information about their income, assets, deductions and family size and composition. JCHA provides notices of recertification three to four months before the recertification anniversary date.

#### 12.2.1 EFFECTIVE DATE OF RENT CHANGE FOR ANNUAL RECERTIFICATION

The new rent will generally be effective upon the anniversary date with thirty (30) days notice of any rent increase or decrease to the family.

If the rent determination is delayed due to a reason beyond the control of the family, then any rent increase will be effective the first of the month after the month in which the family receives a 30-day notice of the amount. If the new rent is a reduction and the delay is beyond the control of the family, the reduction will be effective as scheduled on the recertification date.

If the family caused the delay by not returning income and asset information in a timely manner, any rent increase will be effective retroactively to the recertification date.

If after repeated requests for submission of all recertification documents by the family, the family has not responded, then the JCHA has the option to seek legal remedy to terminate the lease.

### 12.3 MISSED APPOINTMENTS/LATE RECERTIFICATION

If the family fails to respond to the letter and/or fails to attend the interview or submit recertification documentation, a second letter will be mailed. The second letter will advise of a new time and date for the interview or deadline to submit documents, allowing for the same considerations for rescheduling and accommodation. The letter will also advise that failure by the family to attend the second scheduled interview or provide the information requested may result in the JCHA taking eviction actions against the family

### 12.4 RECERTIFICATION FOR FAMILIES PAYING FLAT RENT

If the family thinks they may want to switch from a Flat Rent to a Formula rent, they should request an appointment. At the appointment, the family can make their final decision regarding which rent method they will choose. During the appointment, the JCHA will determine whether family composition may require a transfer to a different bedroom size unit, and if so, the family's name will be placed on the transfer list.

1. JCHA will reexamine the family composition of families paying Flat Rent and compliance with Community Service requirements once a year.
2. JCHA will reexamine the income of families paying Flat Rent once every three years.
3. JCHA will follow the same policy used for scheduling annual recertifications for families paying income based rent when scheduling the annual updates for families paying Flat Rent.

See Chapter on Rent for further policy information on flat rents and switching from flat rent to income based rent.

### 12.5 CRIMINAL RECORD CHECK – CONTINUED OCCUPANCY

JCHA reserves the right to conduct criminal record checks to maintain the integrity of the program. Periodic criminal record checks may be conducted and may be cause for termination in accordance with JCHA guidelines. JCHA may conduct periodic criminal record checks to when it has come to JCHA's attention either from local law enforcement or by other means that an individual has engaged in the destruction of property, engaged in violent activity against another person, or has interfered with the right to peaceful enjoyment of the premises of other residents. Such checks will also include sex offender registration information. In order to obtain such information, all adult household members must sign consent forms for release of criminal conviction and sex offender registration records on an annual basis.

The JCHA will utilize criminal background and Sex Offender Registrations checks through the Dru Sjokin National Sex Offender website (<http://www.nsopw.gov>), National Crime Information Center, NJ State Police, the Jersey City Police Dept., the Hudson County Prosecutors Office and/or the State Sex Offender registration program, as available. A criminal background check and a State Sex Offender Registration verification will be requested on each adult member of the resident household to the extent allowed by state and local law.

The Resident Household agrees not to commit any fraud in connection with any Federal housing assistance program and agrees not to receive assistance for the occupancy of any other unit assisted under a Federal housing assistance program during the term of the Lease.

## 12.6 CHANGE IN HEAD OF HOUSEHOLD

If the Head of Household deceases or permanently leaves the unit for any reason, the remaining family members may continue to occupy the unit if there is at least one household member living in the unit and listed on the Lease (not a Live-In Aide) of legal age and capacity to execute the Lease.

Prior to becoming the new Head of Household, the individual must pass the JCHA background screening as described in Section 5.12b, including but not limited to a criminal background check, must not be a registered Sex Offender, must be in "Good Standing," meaning no recent, serious or repeated behavioral problems, and have income to sustain the household.

The JCHA may permit an adult, not on the lease, to be become the Head of Household in the event that the only remaining members of the household are minors who would otherwise have to leave the unit. The individual would first have to pass the JCHA background screening described above.

The new Head of Household will not be required but may assume any outstanding debt owed to the JCHA by the former head of household and enter into a payment agreement. The JCHA will not hold a remaining family member responsible for debt incurred by the former head of household during the period prior to the new Head of Household attaining the age of 18.

The new Head of Household will be required to pay a Security Deposit of one month's rent. This does not apply if the existing Head of Household is transferring or moving into another unit as the Head of Household.

## 12.7 ADDITIONS TO THE HOUSEHOLD

Only those persons listed on the most recent Continued Occupancy form and Lease shall be permitted to occupy a dwelling unit. The JCHA does not permit adults to be added to the household unless through marriage, domestic partnership, as a live-in aide, or by court order. The Head of Household must report changes to the household composition within 10 days of the occurrence as in the following circumstances:

- A member has been added to the family through birth or adoption or court-awarded custody.
- A household member is leaving or has left the family unit.

In order to add a household member other than through birth or adoption (such as a Live-In Aide), the family must request in writing that the new member be added to the Lease. Before adding the new member to the Lease, the JCHA will determine whether the addition of another person will cause the family to be over the occupancy standards for the size of their unit. If so, permission to add another person to the lease will be denied.

The household composition may not be altered without the prior written consent of the JCHA. The JCHA may consider an individual for eligibility as a Live-In Aide, subject to prior JCHA approval. The income of a Live-In Aide is not counted for purposes of determining eligibility or for the calculation of the rent. The Live-In Aide is not considered a remaining member of the household and has no rights or claims to the apartment. The Live-In Aide must vacate when the resident household vacates.

If the JCHA determines that an additional person will not cause an overcrowding of the family's unit then the JCHA will determine if the household is "in good standing" and require the individual to complete an application form stating their income, assets, and all other information required of an applicant. The individual must provide their Social Security number if they have one and must verify their citizenship/eligible immigrant status. There will not be any delay due to delays in verifying eligible immigrant status unless the delay is caused by the family.

The new member will go through the screening process similar to the process for applicants. The JCHA will determine the eligibility of the individual before adding them to the Lease. If the individual is found to be ineligible or does not pass the screening criteria, they will be advised in writing and given the opportunity for an informal review.

If they are found to be eligible and do pass the screening criteria, their name will be added to the Lease. At the same time, if the family's rent is being determined under the Formula Method, an Interim Recertification will be conducted and the family's annual income will be recalculated taking into account the circumstances of the new family member. The effective date of the new rent will be in accordance with the Section on Rent.

If a Resident Head of Household resides in a building that has been designated for elderly residents and, receives JCHA approval to add a spouse younger than the designated age requirement, the younger spouse will be required to transfer in accordance with Unit Transfers JCHA-Owned Properties if the Head of Household moves or deceases.

The JCHA will exert best efforts to accommodate the addition of children to a household on a case-by-case basis, usually limited to court order, death of the children's parents and/or legal adoption. The JCHA accommodation can and will only be given in the context of occupancy standards and apartment availability pursuant to JCHA Transfer Policies.

The addition of foster children into a household must be approved by JCHA management in advance of occupancy and in advance of any agreements with DYFS. Consideration will be granted on a case-by-case basis.

## 12.8 REMOVING A MEMBER OF THE HOUSEHOLD

The Resident Head of Household may opt to remove a member of the household (whether adult or minor child) from the Lease by submitting a written request to the Asset Manager that indicates the member to be removed, the reason for the removal, where the member will be residing and the effective date of the change. To do so, the Head of Household must provide documents that satisfy criteria from the following list which must total a minimum of 10 points:

- Lease of removed person, evidencing his/her new address (10 POINTS)
- Utility bill of removed person, evidencing his/her new address (7 POINTS)
- Is head of household willing to move to a smaller apartment? (7 POINTS)
- Resident in good standing (5 POINTS)
- JCHA checks subject apartment and finds no evidence that the culpable person is still living in the apartment (5 POINTS)
- Documentation notifying the USPS of change of address for the member (5 POINTS) Mail going to removed person at different address (3 POINTS)
- Request that mail not be delivered to the head of household's address (3 PTS)
- Legal Disclaimer Ad in newspaper (3 POINTS)

The Asset Manager will forward the written request and accompanying documentation to the Executive Director, or designee. Final approval to remove the member of the household must be obtained prior to revising the Lease or rent, if applicable. Any applicable rent change will be effective the month following the written notification from the resident, subject to final approval from the JCHA.

If a member of the household moves out of the unit (whether voluntary or involuntary as in the case of incarceration for at least 30 consecutive days) or is deceased, the Head of

Household must inform the JCHA in writing within 10 days of the occurrence and provide documentation of the new address or death. If a minor child is incarcerated, they will not be removed from the Lease unless the Head of Household voluntarily removes them and provides proof of their residence upon release. The JCHA will then remove the individual from the Lease and adjust the rent accordingly. Individuals attending college, enlisted in the U.S. armed services, or are temporarily away from the unit will not be removed from the Lease. If the Head of Household moves or deceases and is the sole occupant, the Lease will be terminated.

If the removal of a member of the household, for any reason, results in an under-utilized unit size, the household will be required to transfer into an available appropriately sized unit at one of our JCHA-owned sites. Failure to comply is a material violation of the Lease and may result in termination of tenancy.

#### 12.9 DEPARTURE OF A FAMILY OR HOUSEHOLD MEMBER

1. If a family member ceases to reside in the apartment, the family must inform JCHA within 10 business days. This requirement also applies to family members who had been considered temporarily absent, who are now permanently absent.
2. If a live-in aide, foster child, or foster adult ceases to reside in the apartment, the family must inform JCHA within 10 business days.

#### 12.10 INTERIM RECERTIFICATIONS

Families are required to report any changes in household composition to the JCHA between regular recertifications. If the family's rent is being determined under the Formula Method, these changes will trigger an interim recertification. The family shall report these changes within ten (10) days of their occurrence. Failure to report changes to the household composition within the 10 days may result in a retroactive rent charge.

Families are not required to, but may at any time, request an interim recertification based on a decrease in income (except for a decrease that lasts less than 60 days), an increase in allowable expenses, or other changes in family circumstances. Upon such request, the JCHA will process the interim recertification and recalculate the resident's rent. For families who report a temporary decrease in income (for 60 days or less) as a result of a short-term disability or other situation, the JCHA will reduce the rent accordingly but may perform a Special Recertification every 60 days until a reasonably accurate estimate of income can be made.<sup>9</sup> During an interim recertification, only the information affected by the changes being reported will be reviewed and verified.

Families residing in conventional Public Housing will be required to report any increase in income or decreases in allowable expenses between annual recertifications and within ten (10) days of the occurrence. The rent will increase if the income increases by \$200 or more per month or at least \$2,400 annually upon a 30-day notice of rent change. (Note: during the regular recertification period, any amount of increase in income will result in a rent increase).

The rent will also increase when: a new member with income has been added to the household; the recertification was delayed due to pending legal action; or due to misrepresentation or underreporting of income. See Section 21.0 for information pertaining to mixed finance developments.

#### 12.11 SPECIAL RECERTIFICATIONS

If a family's income is too unstable to project for twelve (12) months, including families that temporarily have no income or have a temporary decrease in income, the JCHA may schedule

special recertifications every sixty (60) days until the income stabilizes and an annual income can be determined.

If the existing Head of Household or adult members report zero income, the JCHA will run a credit report for the household. When families report zero income, and have no income excluded for rent calculation purposes, the JCHA has an obligation to pursue verification of income that reflects the family's lifestyle. The Head of Household will be required to sign a "Certification of Zero Income" form indicating that they do not receive any income. Additionally, they will be required to complete a "Zero Income Checklist and Worksheet" form that asks residents to estimate how much they spend on items such as food, paper products, cable TV, transportation, etc., and whether any of the costs are being paid or provided by an individual outside of the household. If any such payments or items are being received, they are considered income.

In response to a comment from the Resident Advisory Board (RAB) and for clarification purposes, this language from the Residential Tenant Lease Agreement (Section E: Special Re-Certifications) has been added to the ACOP.

#### 12.12 EFFECTIVE DATE OF RENT CHANGES DUE TO INTERIM OR SPECIAL RECERTIFICATIONS

Unless there is a delay in recertification processing caused by the family, any rent increase will be effective the first day of the month after the family receives a 30-day notice of the new rent amount. If the family causes a delay, then the JCHA may calculate the increase retroactively or seek to terminate the tenancy.

If the new rent is a reduction and any delay is beyond the control of the family, the reduction will be effective the first of the month after the interim recertification should have been completed.

If the new rent is a reduction and the family caused the delay or did not report the change in a timely manner, the change will be effective the first of the month after the rent amount is determined

#### 12.13

On July 26, 2018, HUD published Section 103 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) which places an income limitation on public housing tenants. Effective March 2019, the law requires that after a family's income has exceeded the over income limit for two consecutive years, the PHA must either:

1. Terminate the family's tenancy within 6 months of the second income determination; or
2. Charge the family a monthly rent equal to the greater of the:
  - Applicable Fair Market Rent; or
  - Amount of monthly subsidy for the unit, including amounts from the operating and capital fund, as determined by regulations.

HUD has defined over-income families as families whose household income is more than 120% of the area median income (AMI).

The JCHA must provide written notice to any family whose household income is determined at any annual or interim reexamination to exceed the over-income limit that if the family's household income exceeds the over-income limit for two consecutive years, the family will pay a HUD-mandated rental amount that will be the greater of: 1) the applicable fair market rent, as published by HUD, for the unit size leased or 2) the amount of subsidy for the unit including amounts from the operating and capital fund as determined by regulations (Note that the regulations have not yet been enacted.)

If, one year after the initial determination that a family's household income exceeds the over-income limit, the family's income continues to exceed the over-income limit, the JCHA will provide written notice that the income has exceeded the over-income limit for one year, and that if the family's income continues to exceed the over-income limit for the next twelve (12) consecutive months, the family will be subject to a higher rent or termination of tenancy.

If, through an annual or interim reexamination during the two-year period, the JCHA determines that a previously over-income family has income that is then below the over-income limit, the family is no longer subject to these over-income provisions. The family will be entitled to a new two-year grace period to determine if the family's income once again exceeds the over-income limit during the following year.

If the JCHA terminates an over-income family's lease due to these over-income limit provisions, such termination will occur within 90 days of the determination that such termination must occur. JCHA will provide the family written notice of the termination no less than thirty days' prior to the effective date of the termination of the lease; and such effective date shall be no more than 120 days after of the second income determination.

The JCHA must submit a report annually to HUD with the number of families residing in public housing with incomes exceeding the over-income limit and the number of families on the waiting lists for admission to its public housing program.

# **JERSEY CITY HOUSING AUTHORITY**

## **Attachment C:**

### **2019 ANNUAL PLAN AMENDMENT**

HOPE VI, Mixed-Finance, Mod/Development,  
Rehabilitation/Sustainability, Demo/Disposition, Conversions,  
Homeownership Programs, Project-Based Vouchers

(B.2 of HUD FORM 50075-ST)

## HOUSING AUTHORITY OF THE CITY OF JERSEY CITY

2019 ANNUAL PLAN

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**B.2 New Activities: (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.**

**1. HOPE VI**

The JCHA has completed its HOPE VI mixed-finance development activities for public housing at Lafayette Gardens and at A. Harry Moore.

- a. Lafayette Gardens: The seventh and final phase of the Lafayette Gardens – HOPE VI Redevelopment, known as Glennview II has been completed. The JCHA has submitted closeout documentation, including but not limited to: Final HOPE VI Budget – Form HUD-52825; Final Financial Report - Form SF-269-A; and Actual HOPE VI Cost Certificate (AHCC) - Form HUD-53001-A to HUD, and is awaiting the executed AHCC from HUD.
- b. A. Harry Moore: The JCHA was successful in transferring the HOPE VI subsidy to Montgomery Gardens to enable the development of new family affordable housing, which will be known as Mill Creek Gardens (originally identified as Montgomery Family Phase 1).

Montgomery Family Phase I shall consist of 126 mixed-finance, mixed income, low-rise units. Montgomery Family Phase I is under construction and estimated to be approximately 75% completed as of September 2018. The JCHA has submitted closeout documentation, including but not limited to: Final HOPE VI Budget – Form HUD-52825; Final Financial Report - Form SF-269-A; and AHCC - Form HUD-53001-A to HUD, and is awaiting the executed AHCC from HUD.

## 2. Mixed Finance Modernization/Development

Recently, the JCHA's four oldest LIHTC sites have completed, or are about to complete, their tax credit compliance period. These properties are: Lafayette Village (NJ009000012); Lafayette Senior Living Center (NJ009000013), Pacific Court (NJ009000014), and Woodward Terrace (NJ009000015).

The JCHA delivered a Letter of Intent (LOI) to convert these LIHTC sites to the Rental Assistance Demonstration (RAD). In addition to these four AMPs, the JCHA included Barbara Place (NJ009000018), Glennview I (NJ009000021), and Glennview II East and West (NJ009000023 and NJ009000025) in the LOI.

The JCHA conducted the mandatory resident meetings, and applied for the RAD conversions for these AMPs.

In December of 2018 the United States Department of Housing and Urban Development ("HUD") approved the JCHA's request to convert the 323 units into RAD units by issuing Commitment to Enter into a Housing Assistance Payment ("CHAP") letter for the following sites:

- 40 Annual Contributions Contract ("ACC") units in PIC Development NJ009000018, commonly known as **Barbara Place Terrace**.
- 45 Annual Contributions Contract ("ACC") units in PIC Development NJ009000015, commonly known as **Woodward Terrace**.
- 41 Annual Contributions Contract ("ACC") units in PIC Development NJ009000014, commonly known as **Pacific Court**.
- 77 Annual Contributions Contract ("ACC") units in PIC Development NJ009000012, commonly known as **Lafayette Village**.
- 82 Annual Contributions Contract ("ACC") units in PIC Development NJ009000013, commonly known as **Lafayette Senior Living Center**.
- 38 Annual Contributions Contract ("ACC") units in PIC Development NJ009000021, commonly known as **Glennview I**.

The JCHA will be converting the listed units (323 units in total) into Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. Additionally, the JCHA certifies that it is currently compliant with all fair housing and civil rights requirements including those imposed, if any, by any remedial orders or agreements.

- **Barbara Place Terrace** is a 67 mixed-finance family unit development including forty (40) residential ACC units scattered throughout the seven (7) walk-up buildings.
- **Woodward Terrace** is a seventy (70) mixed-finance family unit development including forty-five (45) residential ACC units scattered throughout the five (5) walk-up and row house buildings.

- **Pacific Court** is a seventy-two (72) mixed-finance family unit development including forty-one (41) residential ACC units scattered throughout the eight (8) walk-up and row house buildings.
- **Lafayette Village** is a 124 mixed-finance family unit development including seventy-seven (77) residential ACC units scattered throughout the 32 townhouse and walk-up buildings.
- **Lafayette Senior Living Center** is an 83 mixed-finance senior unit development including eighty-two (82) residential senior ACC units in one (1) elevator building.
- **Glennview I** is a 63 mixed-finance family unit development including thirty-eight (38) residential ACC units scattered throughout the six (6) walk-up buildings.

The size and bedroom distribution of the units will not change at any of the sites. There will not be any transfer of assistance to any other location at the time of conversion.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the JCHA and its mixed-finance partner, with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the JCHA's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the JCHA through its mixed-finance partner, may also borrow funds to address its capital needs. The JCHA will also be contributing Operating Reserves in the amount of \$0.00, Capital Funds of \$0.00 towards the conversion, and Replacement Housing Factor Funds in the Amount of \$0.00 towards the conversion. The JCHA currently has no debt attributed to Barbara Place Terrace, Woodward Terrace, Pacific Court, Lafayette Village, Lafayette Senior Living Center, or Glennview I under the Capital Fund Financing Program. The JCHA currently has no debt attributed to Barbara Place Terrace, Woodward Terrace, Pacific Court, Lafayette Village, Lafayette Senior Living Center, or Glennview I under an Energy Performance Contract.

The JCHA is also exploring the suitability of converting Montgomery Family Phase II for conversion under RAD. In addition to considering a RAD conversion, the JCHA expects to develop at least two more phases at the former Montgomery Gardens Apartments complex.

Any anticipated or contemplated future Mixed-Finance developments shall adhere, as closely as possible, with JCHA's deconcentration of poverty standards prescribed in Sections 5.1 and 5.5 of the JCHA ACOP.

### **3. Demolition/Disposition**

The JCHA submitted an application to SAC requesting demolition of buildings #2 and #4 at Montgomery Gardens in June 2017, in anticipation of constructing more new affordable mixed finance units.

### **4. Conversion of Public Housing**

The JCHA is exploring the suitability of RAD conversions at Arlington Gardens and 254 Bergen Avenue.

## **5. Rehabilitation/Sustainability**

The JCHA will continue to respond to CFCP, Emergency Safety & Security grant NOFAs and any other NOFAs related to modernization and/or development that the Department publishes.

The JCHA has developed a Project Management Plan (PMP) to address vacancies at its public housing sites. Phase I of the PMP shall be known as the Booker T. Washington (BTW) Vacancy Demonstration, and shall address forty-one (41) of BTW's damaged and vacant units. The JCHA proposes the establishment of a Force Account Labor (FAL) team from within the employment pool of the JCHA. The maintenance work conducted by employees at various sites who will join the FAL team will be conducted at those sites by new hires to ensure that maintenance of those properties is not compromised. Once Phase I is completed, and determined to be a success, the JCHA shall develop Phase II, which shall address the rest of the public housing vacancies at all the sites.

## **6. Homeownership**

The JCHA has seven (7) two-family townhouses, a total of 14 units, remaining unsold at the Dwight Street Homes (AMP #00900010) homeownership development. The JCHA anticipates selling those remaining homes to qualified existing public housing residents or those families on the Dwight Street Homes Waiting List within the next eighteen (18) months.

## **7. Project-Based Vouchers**

The JCHA has an active PBV Program with an award of over 120 project-based voucher commitments to developers and non-profit organizations. Project-basing is consistent with the plan as it both encourages new development of affordable housing and prevents the loss of affordable housing.

## **8. Capital Fund Education and Training Community Facilities (CFCF) Grant**

The JCHA received a Capital Fund Education and Training Community Facilities (CFCF) grant in FY 2011 in the amount of \$998,640 for the purpose of providing an education facility and education services at Marion Gardens. Originally, the project plan was to build a separate, "stand-alone" facility at the site. A cost analysis of the sources and uses along with the construction budget proved that this plan was far too costly. As a result, an alternative plan to use the existing community center for the educational facility was employed.

In order to implement this alternative plan, the existing Marion Gardens Community Center space had to be converted into the education facility, and a former 6-bedroom residential unit at

the site had to be converted into the new community center space. Both the Head Start and new Community Center are near completion. The new Community Center shall be called the “Betty Morris Community Center.”

# **JERSEY CITY HOUSING AUTHORITY**

## **Attachments D-I**

**Site Specifications for Barbara Place Terrace, Glenview I, Lafayette Senior Living Center, Lafayette Village, Pacific Court, and Woodward Terrace**

## **SIGNIFICANT AMENDMENT REGARDING CONVERSION OF 40 ACC UNITS AT BARBARA PLACE TERRACE FROM ACC UNITS TO PROJECT BASED VOUCHER UNITS UNDER RAD**

The Jersey City Housing Authority (“JCHA”) is amending its current Annual and 5-Year Public Housing Plans because it was a successful applicant in the Rental Assistance Demonstration (“RAD”). On December 14, 2018 the United States Department of Housing and Urban Development (“HUD”) approved the JCHA’s request to convert the 40 Annual Contributions Contract (“ACC”) units in PIC Development NJ009000018, commonly known as Barbara Place Terrace, into RAD units, by issuing a Commitment to Enter into a Housing Assistance Payments (“CHAP”) letter. A copy of the CHAP is appended to this attachment as **Exhibit “A”**.

As a result the JCHA will be converting the 40 ACC units into Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. These resident rights, participation, waiting list and grievance procedures are cited below. Additionally, the JCHA certifies that it is currently compliant with all fair housing and civil rights requirements including those imposed, if any, by any remedial orders or agreements.

Barbara Place Terrace is a 67 mixed-finance family unit development including forty (40) residential ACC units scattered throughout the seven (7) walk-up buildings. The size and bedroom distribution of the units, which is appended hereto, will not change. There will not be any transfer of assistance to any other location at the time of conversion.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the JCHA and its mixed-finance partner, with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the JCHA’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the JCHA through its mixed-finance partner, may also borrow funds to address its capital needs. The JCHA will also be contributing Operating Reserves in the amount of \$0.00, Capital Funds of \$0.00 towards the conversion, and Replacement Housing Factor Funds in the Amount of \$0.00 towards the conversion. The JCHA currently has no debt attributed to Barbara Place Terrace under the Capital Fund Financing Program. The JCHA currently has no debt attributed to Barbara Place Terrace under an Energy Performance Contract.

The following matrix provides specific information regarding the Barbara Place Terrace RAD conversion:

<b>BARBARA PLACE TERRACE RAD CONVERSION</b>			
<b>Name of Public Housing Project:</b> Barbara Place Terrace	<b>PIC Development ID:</b> NJ009000018	<b>Conversion Type:</b> PBV	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 40	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type:</b> Family	<b>Capital Fund Allocation:</b>
<b>Bedroom Type:</b>	<b>Number of Units Pre-Conversion:</b>	<b>Number of Units Post-Conversion:</b>	<b>Change in Number of Units Per Bedroom:</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>	11	11	0
<b>Two Bedroom</b>	18	18	0
<b>Three Bedroom</b>	9	9	0
<b>Four Bedroom</b>	2	2	0
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If Performing a Transfer of Assistance:</b>	<b>Then Explain How Transferring Assistance:</b> Not Applicable because there is no Transfer of Assistance		

### Waiting List

The Project owner can utilize a project-specific waiting list or an owner/management agent community waiting list. An owner/management agent community waiting list is different from the public housing community-wide waiting list. Prior to RAD conversion, the PHA shall refer to PIH 2012-32 (HA), REV-2 for guidance to consider the best means to transition applicants from the current public housing waiting list.

The creation of the waiting list is to be done using existing PIH rules including any posting or notification requirements and may be done using the lottery system. For more information on creating a project waiting list see 24 CFR 903.7(b)(2)(ii)-(iv). After conversion, the project waiting list must conform to the requirements outlined in HUD Handbook 4350.3 REV-1, Chapter 3, Section 3.

Project Owners may adopt a preference for elderly single persons pursuant to 24 CFR § 5.655(c)(5) and Housing Handbook 4350.3, Chapter 4. Project Owners who wish to adopt a preference for populations that are not identified in 24 CFR § 5.655(c)(5) (e.g., elderly families, near-elderly single persons, near-elderly families), may do so pursuant to Housing Notice 2013-21 (July 25, 2013). An owner may not adopt a preference that would have the purpose or effect of substantially delaying or denying the participation of other eligible families in the program on the basis of race,

color, national origin, religion, sex, disability, or familial status, or would create or perpetuate segregation.

### **Resident Procedural Rights**

**A. Termination Notification.** Pursuant to the RAD Statute, HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR § 880.607 and the Multifamily HUD Model Lease.

**a. Termination of Tenancy and Assistance.** The termination procedure for RAD conversions to PBRA will additionally require that Project Owners provide adequate written notice of termination of the lease which shall not be less than:

i. A reasonable period of time, but not to exceed 30 days:

- If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
- In the event of any drug-related or violent criminal activity or any felony conviction; or

ii. 14 days in the case of nonpayment of rent.

**b. Termination of Assistance.** In all other cases, the requirements at 24 CFR §880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

**Grievance Process.** Due to requirements in the RAD statute, HUD is incorporating resident procedural rights to comply with the requirements of section 6 of the Act. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD requires that:

- a. Residents be provided with notice of the specific grounds of the Project Owner's proposed adverse action, as well as their right to an informal hearing with the Project Owner;
- b. Residents have an opportunity for an informal hearing with an impartial member of the Project Owner's staff within a reasonable period of time;
- c. Residents have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the Project Owner as the basis for the adverse action. With reasonable notice to the Project Owner, prior to hearing and at the residents' own cost, residents may copy any documents or records related to the proposed adverse action; and

d. Project Owners provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action and the evidence the Project Owner relied on as the basis for the adverse action.

The Project Owner will be bound by decisions from these hearings, except if the:

a. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.

b. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law. If the Project Owner determines that it is not bound by a hearing decision, the Project Owner must promptly notify the resident of this determination, and of the reasons for the determination.

## **SIGNIFICANT AMENDMENT REGARDING CONVERSION OF 38 ACC UNITS AT GLENNVIEW I APARTMENTS FROM ACC UNITS TO PROJECT BASED VOUCHER UNITS UNDER RAD**

The Jersey City Housing Authority (“JCHA”) is amending its current Annual and 5-Year Public Housing Plans because it was a successful applicant in the Rental Assistance Demonstration (“RAD”). On December 14, 2018 the United States Department of Housing and Urban Development (“HUD”) approved the JCHA’s request to convert the 38 Annual Contributions Contract (“ACC”) units in PIC Development NJ009000021, commonly known as Glennview I, into RAD units, by issuing a Commitment to Enter into a Housing Assistance Payments (“CHAP”) letter. A copy of the CHAP is appended to this attachment as **Exhibit “A”**.

As a result the JCHA will be converting the 38 ACC units into Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. These resident rights, participation, waiting list and grievance procedures are cited below. Additionally, the JCHA certifies that it is currently compliant with all fair housing and civil rights requirements including those imposed, if any, by any remedial orders or agreements.

Glennview I is a 63 mixed-finance family unit development including thirty-eight (38) residential ACC units scattered throughout the six (6) walk-up buildings. The size and bedroom distribution of the units, which is appended hereto, will not change. There will not be any transfer of assistance to any other location at the time of conversion.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the JCHA and its mixed-finance partner, with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the JCHA’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the JCHA through its mixed-finance partner, may also borrow funds to address its capital needs. The JCHA will also be contributing Operating Reserves in the amount of \$0.00, Capital Funds of \$0.00 towards the conversion, and Replacement Housing Factor Funds in the Amount of \$0.00 towards the conversion. The JCHA currently has no debt attributed to Glennview I under the Capital Fund Financing Program. The JCHA currently has no debt attributed to Glennview I under an Energy Performance Contract.

The following matrix provides specific information regarding the Glennview I RAD conversion:

<b>GLENNVIEW I RAD CONVERSION</b>			
<b>Name of Public Housing Project:</b> Glennview I	<b>PIC Development ID:</b> NJ009000021	<b>Conversion Type:</b> PBV	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 38	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type:</b> Family	<b>Capital Fund Allocation:</b>
<b>Bedroom Type:</b>	<b>Number of Units Pre-Conversion:</b>	<b>Number of Units Post-Conversion:</b>	<b>Change in Number of Units Per Bedroom:</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>	14	14	
<b>Two Bedroom</b>	16	16	0
<b>Three Bedroom</b>	6	6	0
<b>Four Bedroom</b>	2	2	0
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If Performing a Transfer of Assistance:</b>	<b>Then Explain How Transferring Assistance:</b> Not Applicable because there is no Transfer of Assistance		

### **Waiting List**

The Project owner can utilize a project-specific waiting list or an owner/management agent community waiting list. An owner/management agent community waiting list is different from the public housing community-wide waiting list. Prior to RAD conversion, the PHA shall refer to PIH 2012-32 (HA), REV-2 for guidance to consider the best means to transition applicants from the current public housing waiting list.

The creation of the waiting list is to be done using existing PIH rules including any posting or notification requirements and may be done using the lottery system. For more information on creating a project waiting list see 24 CFR 903.7(b)(2)(ii)-(iv). After conversion, the project waiting list must conform to the requirements outlined in HUD Handbook 4350.3 REV-1, Chapter 3, Section 3.

Project Owners may adopt a preference for elderly single persons pursuant to 24 CFR § 5.655(c)(5) and Housing Handbook 4350.3, Chapter 4. Project Owners who wish to adopt a preference for populations that are not identified in 24 CFR § 5.655(c)(5) (e.g., elderly families, near-elderly single persons, near-elderly families), may do so pursuant to Housing Notice 2013-21 (July 25, 2013). An owner may not adopt a preference that would have the purpose or effect of substantially delaying or denying the participation of other eligible families in the program on the basis of race, color, national origin, religion, sex, disability, or familial status, or would create or perpetuate segregation.

### **Resident Procedural Rights**

**A. Termination Notification.** Pursuant to the RAD Statute, HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR § 880.607 and the Multifamily HUD Model Lease.

**a. Termination of Tenancy and Assistance.** The termination procedure for RAD conversions to PBRA will additionally require that Project Owners provide adequate written notice of termination of the lease which shall not be less than:

i. A reasonable period of time, but not to exceed 30 days:

- If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
- In the event of any drug-related or violent criminal activity or any felony conviction; or

ii. 14 days in the case of nonpayment of rent.

**b. Termination of Assistance.** In all other cases, the requirements at 24 CFR §880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

**Exhibit C: Grievance Process.** Due to requirements in the RAD statute, HUD is incorporating resident procedural rights to comply with the requirements of section 6 of the Act. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD requires that:

- a. Residents be provided with notice of the specific grounds of the Project Owner's proposed adverse action, as well as their right to an informal hearing with the Project Owner;
- b. Residents have an opportunity for an informal hearing with an impartial member of the Project Owner's staff within a reasonable period of time;
- c. Residents have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the Project Owner as the basis for the adverse action. With reasonable notice to the Project Owner, prior to hearing and at the residents' own cost, residents may copy any documents or records related to the proposed adverse action; and
- d. Project Owners provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action and the evidence the Project Owner relied on as the basis for the adverse action.

The Project Owner will be bound by decisions from these hearings, except if the:

a. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.

b. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law. If the Project Owner determines that it is not bound by a hearing decision, the Project Owner must promptly notify the resident of this determination, and of the reasons for the determination.

## **SIGNIFICANT AMENDMENT REGARDING CONVERSION OF 82 ACC UNITS AT LAFAYETTE SENIOR LIVING CENTER APARTMENTS FROM ACC UNITS TO PROJECT BASED VOUCHER UNITS UNDER RAD**

The Jersey City Housing Authority (“JCHA”) is amending its current Annual and 5-Year Public Housing Plans because it was a successful applicant in the Rental Assistance Demonstration (“RAD”). On December 7, 2018 the United States Department of Housing and Urban Development (“HUD”) approved the JCHA’s request to convert the 82 Annual Contributions Contract (“ACC”) units in PIC Development NJ009000013, commonly known as Lafayette Senior Living Center, into RAD units, by issuing a Commitment to Enter into a Housing Assistance Payments (“CHAP”) letter. A copy of the CHAP is appended to this attachment as **Exhibit “A”**.

As a result the JCHA will be converting the 82 ACC units into Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. These resident rights, participation, waiting list and grievance procedures are cited below. Additionally, the JCHA certifies that it is currently compliant with all fair housing and civil rights requirements including those imposed, if any, by any remedial orders or agreements.

Lafayette Senior Living Center is an 83 mixed-finance senior unit development including eighty-two (82) residential senior ACC units in one (1) elevator building. The size and bedroom distribution of the units, which is appended hereto, will not change. There will not be any transfer of assistance to any other location at the time of conversion.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the JCHA and its mixed-finance partner, with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the JCHA’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the JCHA through its mixed-finance partner, may also borrow funds to address its capital needs. The JCHA will also be contributing Operating Reserves in the amount of \$0.00, Capital Funds of \$0.00 towards the conversion, and Replacement Housing Factor Funds in the Amount of \$0.00 towards the conversion. The JCHA currently has no debt attributed to Lafayette Senior Living Center under the Capital Fund Financing Program. The JCHA currently has no debt attributed to Lafayette Senior Living Center under an Energy Performance Contract.

The following matrix provides specific information regarding the Lafayette Senior Living Center RAD conversion:

<b>LAFAYETTE SENIOR LIVING CENTER RAD CONVERSION</b>			
<b>Name of Public Housing Project:</b> Lafayette Senior Living Center	<b>PIC Development ID:</b> NJ009000013	<b>Conversion Type:</b> PBV	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 82	<b>Pre-RAD Unit Type:</b> Senior	<b>Post-RAD Unit Type:</b> Senior	<b>Capital Fund Allocation:</b>
<b>Bedroom Type:</b>	<b>Number of Units Pre-Conversion:</b>	<b>Number of Units Post-Conversion:</b>	<b>Change in Number of Units Per Bedroom:</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>	78	78	0
<b>Two Bedroom</b>	4	4	0
<b>Three Bedroom</b>	0	0	0
<b>Four Bedroom</b>	0	0	0
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If Performing a Transfer of Assistance:</b>	<b>Then Explain How Transferring Assistance:</b> Not Applicable because there is no Transfer of Assistance		

### Waiting List

The Project owner can utilize a project-specific waiting list or an owner/management agent community waiting list. An owner/management agent community waiting list is different from the public housing community-wide waiting list. Prior to RAD conversion, the PHA shall refer to PIH 2012-32 (HA), REV-2 for guidance to consider the best means to transition applicants from the current public housing waiting list.

The creation of the waiting list is to be done using existing PIH rules including any posting or notification requirements and may be done using the lottery system. For more information on creating a project waiting list see 24 CFR 903.7(b)(2)(ii)-(iv). After conversion, the project waiting list must conform to the requirements outlined in HUD Handbook 4350.3 REV-1, Chapter 3, Section 3.

Project Owners may adopt a preference for elderly single persons pursuant to 24 CFR § 5.655(c)(5) and Housing Handbook 4350.3, Chapter 4. Project Owners who wish to adopt a preference for populations that are not identified in 24 CFR § 5.655(c)(5) (e.g., elderly families, near-elderly single persons, near-elderly families), may do so pursuant to Housing Notice 2013-21 (July 25, 2013). An owner may not adopt a preference that would have the purpose or effect of substantially delaying or denying the participation of other eligible families in the program on the basis of race,

color, national origin, religion, sex, disability, or familial status, or would create or perpetuate segregation.

### **Resident Procedural Rights**

**A. Termination Notification.** Pursuant to the RAD Statute, HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR § 880.607 and the Multifamily HUD Model Lease.

**a. Termination of Tenancy and Assistance.** The termination procedure for RAD conversions to PBRA will additionally require that Project Owners provide adequate written notice of termination of the lease which shall not be less than:

i. A reasonable period of time, but not to exceed 30 days:

- If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
- In the event of any drug-related or violent criminal activity or any felony conviction; or

ii. 14 days in the case of nonpayment of rent.

**b. Termination of Assistance.** In all other cases, the requirements at 24 CFR §880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

**Exhibit C: Grievance Process.** Due to requirements in the RAD statute, HUD is incorporating resident procedural rights to comply with the requirements of section 6 of the Act. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD requires that:

- a. Residents be provided with notice of the specific grounds of the Project Owner's proposed adverse action, as well as their right to an informal hearing with the Project Owner;
- b. Residents have an opportunity for an informal hearing with an impartial member of the Project Owner's staff within a reasonable period of time;
- c. Residents have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the Project Owner as the basis for the adverse action. With reasonable notice to the Project Owner, prior to hearing and at the residents' own cost, residents may copy any documents or records related to the proposed adverse action; and

d. Project Owners provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action and the evidence the Project Owner relied on as the basis for the adverse action.

The Project Owner will be bound by decisions from these hearings, except if the:

a. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.

b. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law. If the Project Owner determines that it is not bound by a hearing decision, the Project Owner must promptly notify the resident of this determination, and of the reasons for the determination.

## **SIGNIFICANT AMENDMENT REGARDING CONVERSION OF 77 ACC UNITS AT LAFAYETTE VILLAGE APARTMENTS FROM ACC UNITS TO PROJECT BASED VOUCHER UNITS UNDER RAD**

The Jersey City Housing Authority (“JCHA”) is amending its current Annual and 5-Year Public Housing Plans because it was a successful applicant in the Rental Assistance Demonstration (“RAD”). On December 8, 2018 the United States Department of Housing and Urban Development (“HUD”) approved the JCHA’s request to convert the 77 Annual Contributions Contract (“ACC”) units in PIC Development NJ009000012, commonly known as Lafayette Village, into RAD units, by issuing a Commitment to Enter into a Housing Assistance Payments (“CHAP”) letter. A copy of the CHAP is appended to this attachment as **Exhibit “A”**.

As a result, the JCHA will be converting the 77 ACC units into Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. These resident rights, participation, waiting list and grievance procedures are cited below. Additionally, the JCHA certifies that it is currently compliant with all fair housing and civil rights requirements including those imposed, if any, by any remedial orders or agreements.

Lafayette Village is a 124 mixed-finance family unit development including seventy-seven (77) residential ACC units scattered throughout the 32 townhouse and walk-up buildings. The size and bedroom distribution of the units, which is appended hereto, will not change. There will not be any transfer of assistance to any other location at the time of conversion.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the JCHA and its mixed-finance partner, with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the JCHA’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the JCHA through its mixed-finance partner, may also borrow funds to address its capital needs. The JCHA will also be contributing Operating Reserves in the amount of \$0.00, Capital Funds of \$0.00 towards the conversion, and Replacement Housing Factor Funds in the Amount of \$0.00 towards the conversion. The JCHA currently has no debt attributed to Lafayette Village under the Capital Fund Financing Program. The JCHA currently has no debt attributed to Lafayette Village under an Energy Performance Contract.

The following matrix provides specific information regarding the Lafayette Village RAD conversion:

<b>LAFAYETTE VILLAGE RAD CONVERSION</b>			
<b>Name of Public Housing Project:</b> Lafayette Village	<b>PIC Development ID:</b> NJ009000012	<b>Conversion Type:</b> PBV	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 77	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type:</b> Family	<b>Capital Fund Allocation:</b>
<b>Bedroom Type:</b>	<b>Number of Units Pre-Conversion:</b>	<b>Number of Units Post-Conversion:</b>	<b>Change in Number of Units Per Bedroom:</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>			
<b>Two Bedroom</b>	52	52	0
<b>Three Bedroom</b>	17	17	0
<b>Four Bedroom</b>	8	8	0
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If Performing a Transfer of Assistance:</b>	<b>Then Explain How Transferring Assistance:</b> Not Applicable because there is no Transfer of Assistance		

### Waiting List

The Project owner can utilize a project-specific waiting list or an owner/management agent community waiting list. An owner/management agent community waiting list is different from the public housing community-wide waiting list. Prior to RAD conversion, the PHA shall refer to PIH 2012-32 (HA), REV-2 for guidance to consider the best means to transition applicants from the current public housing waiting list.

The creation of the waiting list is to be done using existing PIH rules including any posting or notification requirements and may be done using the lottery system. For more information on creating a project waiting list see 24 CFR 903.7(b)(2)(ii)-(iv). After conversion, the project waiting list must conform to the requirements outlined in HUD Handbook 4350.3 REV-1, Chapter 3, Section 3.

Project Owners may adopt a preference for elderly single persons pursuant to 24 CFR § 5.655(c)(5) and Housing Handbook 4350.3, Chapter 4. Project Owners who wish to adopt a preference for populations that are not identified in 24 CFR § 5.655(c)(5) (e.g., elderly families, near-elderly single persons, near-elderly families), may do so pursuant to Housing Notice 2013-21 (July 25, 2013). An owner may not adopt a preference that would have the purpose or effect of substantially delaying or denying the participation of other eligible families in the program on the basis of race, color, national origin, religion, sex, disability, or familial status, or would create or perpetuate segregation.

## **Resident Procedural Rights**

**A. Termination Notification.** Pursuant to the RAD Statute, HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR § 880.607 and the Multifamily HUD Model Lease.

**a. Termination of Tenancy and Assistance.** The termination procedure for RAD conversions to PBRA will additionally require that Project Owners provide adequate written notice of termination of the lease which shall not be less than:

i. A reasonable period of time, but not to exceed 30 days:

- If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
- In the event of any drug-related or violent criminal activity or any felony conviction; or

ii. 14 days in the case of nonpayment of rent.

**b. Termination of Assistance.** In all other cases, the requirements at 24 CFR §880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

**Exhibit C: Grievance Process.** Due to requirements in the RAD statute, HUD is incorporating resident procedural rights to comply with the requirements of section 6 of the Act. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD requires that:

a. Residents be provided with notice of the specific grounds of the Project Owner's proposed adverse action, as well as their right to an informal hearing with the Project Owner;

b. Residents have an opportunity for an informal hearing with an impartial member of the Project Owner's staff within a reasonable period of time;

c. Residents have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the Project Owner as the basis for the adverse action. With reasonable notice to the Project Owner, prior to hearing and at the residents' own cost, residents may copy any documents or records related to the proposed adverse action; and

d. Project Owners provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action and the evidence the Project Owner relied on as the basis for the adverse action.

The Project Owner will be bound by decisions from these hearings, except if the:

a. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.

b. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law. If the Project Owner determines that it is not bound by a hearing decision, the Project Owner must promptly notify the resident of this determination, and of the reasons for the determination.

## **SIGNIFICANT AMENDMENT REGARDING CONVERSION OF 41 ACC UNITS AT PACIFIC COURT FROM ACC UNITS TO PROJECT BASED VOUCHER UNITS UNDER RAD**

The Jersey City Housing Authority (“JCHA”) is amending its current Annual and 5-Year Public Housing Plans because it was a successful applicant in the Rental Assistance Demonstration (“RAD”). On December 7, 2018 the United States Department of Housing and Urban Development (“HUD”) approved the JCHA’s request to convert the 41 Annual Contributions Contract (“ACC”) units in PIC Development NJ009000014, commonly known as Pacific Court, into RAD units, by issuing a Commitment to Enter into a Housing Assistance Payments (“CHAP”) letter. A copy of the CHAP is appended to this attachment as **Exhibit “A”**.

As a result, the JCHA will be converting the 41 ACC units into Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. These resident rights, participation, waiting list and grievance procedures are cited below. Additionally, the JCHA certifies that it is currently compliant with all fair housing and civil rights requirements including those imposed, if any, by any remedial orders or agreements.

Pacific Court is a seventy-two (72) mixed-finance family unit development including forty-one (41) residential ACC units scattered throughout the eight (8) walk-up and row house buildings. The size and bedroom distribution of the units, which is appended hereto, will not change. There will not be any transfer of assistance to any other location at the time of conversion.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the JCHA and its mixed-finance partner, with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the JCHA’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the JCHA through its mixed-finance partner, may also borrow funds to address its capital needs. The JCHA will also be contributing Operating Reserves in the amount of \$0.00, Capital Funds of \$0.00 towards the conversion, and Replacement Housing Factor Funds in the Amount of \$0.00 towards the conversion. The JCHA currently has no debt attributed to Pacific Court under the Capital Fund Financing Program. The JCHA currently has no debt attributed to Pacific Court under an Energy Performance Contract.

The following matrix provides specific information regarding the Pacific Court RAD conversion:

<b>PACIFIC COURT RAD CONVERSION</b>			
<b>Name of Public Housing Project:</b> Pacific Court	<b>PIC Development ID:</b> NJ009000014	<b>Conversion Type:</b> PBV	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 41	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type:</b> Family	<b>Capital Fund Allocation:</b>
<b>Bedroom Type:</b>	<b>Number of Units Pre-Conversion:</b>	<b>Number of Units Post-Conversion:</b>	<b>Change in Number of Units Per Bedroom:</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>	6	6	0
<b>Two Bedroom</b>	10	10	0
<b>Three Bedroom</b>	23	23	0
<b>Four Bedroom</b>	2	2	0
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If Performing a Transfer of Assistance:</b>	<b>Then Explain How Transferring Assistance:</b> Not Applicable because there is no Transfer of Assistance		

### Waiting List

The Project owner can utilize a project-specific waiting list or an owner/management agent community waiting list. An owner/management agent community waiting list is different from the public housing community-wide waiting list. Prior to RAD conversion, the PHA shall refer to PIH 2012-32 (HA), REV-2 for guidance to consider the best means to transition applicants from the current public housing waiting list.

The creation of the waiting list is to be done using existing PIH rules including any posting or notification requirements and may be done using the lottery system. For more information on creating a project waiting list see 24 CFR 903.7(b)(2)(ii)-(iv). After conversion, the project waiting list must conform to the requirements outlined in HUD Handbook 4350.3 REV-1, Chapter 3, Section 3.

Project Owners may adopt a preference for elderly single persons pursuant to 24 CFR § 5.655(c)(5) and Housing Handbook 4350.3, Chapter 4. Project Owners who wish to adopt a preference for populations that are not identified in 24 CFR § 5.655(c)(5) (e.g., elderly families, near-elderly single persons, near-elderly families), may do so pursuant to Housing Notice 2013-21 (July 25, 2013). An owner may not adopt a preference that would have the purpose or effect of substantially delaying or denying the participation of other eligible families in the program on the basis of race, color, national origin, religion, sex, disability, or familial status, or would create or perpetuate segregation.

## **Resident Procedural Rights**

**A. Termination Notification.** Pursuant to the RAD Statute, HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR § 880.607 and the Multifamily HUD Model Lease.

**a. Termination of Tenancy and Assistance.** The termination procedure for RAD conversions to PBRA will additionally require that Project Owners provide adequate written notice of termination of the lease which shall not be less than:

i. A reasonable period of time, but not to exceed 30 days:

- If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
- In the event of any drug-related or violent criminal activity or any felony conviction; or

ii. 14 days in the case of nonpayment of rent.

**b. Termination of Assistance.** In all other cases, the requirements at 24 CFR §880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

**Exhibit C: Grievance Process.** Due to requirements in the RAD statute, HUD is incorporating resident procedural rights to comply with the requirements of section 6 of the Act. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD requires that:

a. Residents be provided with notice of the specific grounds of the Project Owner's proposed adverse action, as well as their right to an informal hearing with the Project Owner;

b. Residents have an opportunity for an informal hearing with an impartial member of the Project Owner's staff within a reasonable period of time;

c. Residents have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the Project Owner as the basis for the adverse action. With reasonable notice to the Project Owner, prior to hearing and at the residents' own cost, residents may copy any documents or records related to the proposed adverse action; and

d. Project Owners provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action and the evidence the Project Owner relied on as the basis for the adverse action.

The Project Owner will be bound by decisions from these hearings, except if the:

a. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.

b. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law. If the Project Owner determines that it is not bound by a hearing decision, the Project Owner must promptly notify the resident of this determination, and of the reasons for the determination.

## **SIGNIFICANT AMENDMENT REGARDING CONVERSION OF 45 ACC UNITS AT WOODWARD TERRACE FROM ACC UNITS TO PROJECT BASED VOUCHER UNITS UNDER RAD**

The Jersey City Housing Authority (“JCHA”) is amending its current Annual and 5-Year Public Housing Plans because it was a successful applicant in the Rental Assistance Demonstration (“RAD”). On December 7, 2018 the United States Department of Housing and Urban Development (“HUD”) approved the JCHA’s request to convert the 45 Annual Contributions Contract (“ACC”) units in PIC Development NJ009000015, commonly known as Woodward Terrace, into RAD units, by issuing a Commitment to Enter into a Housing Assistance Payments (“CHAP”) letter. A copy of the CHAP is appended to this attachment as **Exhibit “A”**.

As a result, the JCHA will be converting the 45 ACC units into Project Based Vouchers under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers the Authority will adopt the resident rights, participation, waiting list and grievance procedures in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing PIH Notice H-2014-09/PIH-2014-17. These resident rights, participation, waiting list and grievance procedures are cited below. Additionally, the JCHA certifies that it is currently compliant with all fair housing and civil rights requirements including those imposed, if any, by any remedial orders or agreements.

Woodward Terrace is a seventy (70) mixed-finance family unit development including forty-five (45) residential ACC units scattered throughout the five (5) walk-up and row house buildings. The size and bedroom distribution of the units, which is appended hereto, will not change. There will not be any transfer of assistance to any other location at the time of conversion.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing the JCHA and its mixed-finance partner, with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, the JCHA’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that the JCHA through its mixed-finance partner, may also borrow funds to address its capital needs. The JCHA will also be contributing Operating Reserves in the amount of \$0.00, Capital Funds of \$0.00 towards the conversion, and Replacement Housing Factor Funds in the Amount of \$0.00 towards the conversion. The JCHA currently has no debt attributed to Woodward Terrace under the Capital Fund Financing Program. The JCHA currently has no debt attributed to Woodward Terrace under an Energy Performance Contract.

The following matrix provides specific information regarding the Woodward Terrace RAD conversion:

<b>WOODWARD TERRACE RAD CONVERSION</b>			
<b>Name of Public Housing Project:</b> Woodward Terrace	<b>PIC Development ID:</b> NJ009000015	<b>Conversion Type:</b> PBV	<b>Transfer of Assistance:</b> No
<b>Total Units:</b> 45	<b>Pre-RAD Unit Type:</b> Family	<b>Post-RAD Unit Type:</b> Family	<b>Capital Fund Allocation:</b>
<b>Bedroom Type:</b>	<b>Number of Units Pre-Conversion:</b>	<b>Number of Units Post-Conversion:</b>	<b>Change in Number of Units Per Bedroom:</b>
<b>Studio/Efficiency</b>			
<b>One Bedroom</b>	2	2	0
<b>Two Bedroom</b>	17	17	0
<b>Three Bedroom</b>	24	24	0
<b>Four Bedroom</b>	2	2	0
<b>Five Bedroom</b>			
<b>Six Bedroom</b>			
<b>If Performing a Transfer of Assistance:</b>	<b>Then Explain How Transferring Assistance:</b> Not Applicable because there is no Transfer of Assistance		

### Waiting List

The Project owner can utilize a project-specific waiting list or an owner/management agent community waiting list. An owner/management agent community waiting list is different from the public housing community-wide waiting list. Prior to RAD conversion, the PHA shall refer to PIH 2012-32 (HA), REV-2 for guidance to consider the best means to transition applicants from the current public housing waiting list.

The creation of the waiting list is to be done using existing PIH rules including any posting or notification requirements and may be done using the lottery system. For more information on creating a project waiting list see 24 CFR 903.7(b)(2)(ii)-(iv). After conversion, the project waiting list must conform to the requirements outlined in HUD Handbook 4350.3 REV-1, Chapter 3, Section 3.

Project Owners may adopt a preference for elderly single persons pursuant to 24 CFR § 5.655(c)(5) and Housing Handbook 4350.3, Chapter 4. Project Owners who wish to adopt a preference for populations that are not identified in 24 CFR § 5.655(c)(5) (e.g., elderly families, near-elderly single persons, near-elderly families), may do so pursuant to Housing Notice 2013-21 (July 25, 2013). An owner may not adopt a preference that would have the purpose or effect of substantially delaying or denying the participation of other eligible families in the program on the basis of race,

color, national origin, religion, sex, disability, or familial status, or would create or perpetuate segregation.

### **Resident Procedural Rights**

**A. Termination Notification.** Pursuant to the RAD Statute, HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects converting assistance under RAD, that supplement notification requirements in regulations at 24 CFR § 880.607 and the Multifamily HUD Model Lease.

**a. Termination of Tenancy and Assistance.** The termination procedure for RAD conversions to PBRA will additionally require that Project Owners provide adequate written notice of termination of the lease which shall not be less than:

i. A reasonable period of time, but not to exceed 30 days:

- If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
- In the event of any drug-related or violent criminal activity or any felony conviction; or

ii. 14 days in the case of nonpayment of rent.

**b. Termination of Assistance.** In all other cases, the requirements at 24 CFR §880.603, the Multifamily HUD Model Lease, and any other HUD multifamily administrative guidance shall apply.

**Exhibit C: Grievance Process.** Due to requirements in the RAD statute, HUD is incorporating resident procedural rights to comply with the requirements of section 6 of the Act. In addition to program rules that require that tenants are given notice of covered actions under 24 CFR Part 245 (including increases in rent, conversions of a project from project-paid utilities to tenant-paid utilities, or a reduction in tenant paid utility allowances), HUD requires that:

- a. Residents be provided with notice of the specific grounds of the Project Owner's proposed adverse action, as well as their right to an informal hearing with the Project Owner;
- b. Residents have an opportunity for an informal hearing with an impartial member of the Project Owner's staff within a reasonable period of time;
- c. Residents have the opportunity to be represented by another person of their choice, to ask questions of witnesses, have others make statements at the hearing, and to examine any regulations and any evidence relied upon by the Project Owner as the basis for the adverse action. With reasonable notice to the Project Owner, prior to hearing and at the residents' own cost, residents may copy any documents or records related to the proposed adverse action; and

d. Project Owners provide the resident with a written decision within a reasonable period of time stating the grounds for the adverse action and the evidence the Project Owner relied on as the basis for the adverse action.

The Project Owner will be bound by decisions from these hearings, except if the:

a. Hearing concerns a matter that exceeds the authority of the impartial party conducting the hearing.

b. Decision is contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law. If the Project Owner determines that it is not bound by a hearing decision, the Project Owner must promptly notify the resident of this determination, and of the reasons for the determination.

# **JERSEY CITY HOUSING AUTHORITY**

## **2019 ANNUAL PLAN AMENDMENT**

### Exhibit A

Commitment to Enter into a Housing Assistance Payments letter for  
Barbara Place Terrace, Glenview I, Lafayette Senior Living Center,  
Lafayette Village, Pacific Court, and Woodward Terrace



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

December 14, 2018

Vivian Brady-Phillips  
Interim Executive Director  
Housing Authority City of Jersey City  
400 U.S. Hiway #1  
Jersey City, NJ 07306

Dear Ms. Brady-Phillips:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion of assistance of 40 units to Project Based Vouchers at the following PIC Development NJ009000018, BARBARA PLACE TERRACE.

We are pleased to approve your request for conversion as described in the application, subject to the conditions below.

This award letter serves as the Department's Commitment to Enter into a Housing Assistance Payments (CHAP) for the above-referenced project, provided the Owner meets all the requirements contained in the PIH Notice 2012-32, Revision 3 ("Notice") and all subsequent revisions. In addition, the owner must comply with all "CHAP Milestones" identified in section 1.12 of the Notice as applicable.

This award is issued pursuant to the Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. No. 112-55, approved November 18, 2011, the Consolidated and Further Continuing Appropriations Act of 2015 (P.L. 113-235), approved December 6, 2014; the 2017 Consolidated Appropriations Act (P.L. 115-31), approved May 5, 2017, and the Consolidated Appropriations Act of 2018 (P.L. 115-141), approved March 23, 2018; section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq. The purpose of this award is to begin the process of effectuating the conversion of Public Housing to a form of project-based assistance under section 8 of the Act. This award cannot be transferred without the prior written consent of HUD.

In order to convert your project, the PHA must fulfill the CHAP milestones and deadlines identified in section 1.12 of the Notice. HUD will rely solely on documents and certifications the PHA submits through the RAD Resource Desk to monitor compliance with CHAP milestones. If HUD, in its sole judgment, determines that the PHA fails to meet any of the requirements, the CHAP will be revoked, unless the PHA submits and HUD approves a request for a deadline extension. Any extension request must include both a justification and an explanation of why failure to meet the milestone will not jeopardize the PHA's ability to complete the RAD conversion. Approval of any request for an extension is at HUD's sole discretion.

**EXHIBIT A**

**IDENTIFICATION OF UNITS (“CONTRACT UNITS”)  
BY SIZE AND APPLICABLE CONTRACT RENTS**

The Contract Rents below for the subject project are based on modified Fiscal Year 2016 Federal Appropriations and assumptions regarding applicable rent caps. The final RAD contracts rents, which will be reflected in the RAD HAP contract, will be based on modified Fiscal Year 2016 Federal Appropriations, as well as applicable program rent caps and Operating Cost Adjustment Factors (OCAFs), and, as such, may change. In addition, prior to conversion, the PHA must provide HUD updated utility allowances to be included in the HAP contract.

**Existing PIC Development Number: NJ009000018**  
**New Project Name (for tracking purposes only): BARBARA PLACE**

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
11	1	\$707	\$100	\$807
18	2	\$836	\$134	\$970
9	3	\$1,074	\$168	\$1,242
2	4	\$1,163	\$205	\$1,368



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

December 7, 2018

Ms. Vivian Brady-Phillips  
Interim Executive Director  
Housing Authority City of Jersey City  
400 U.S. Hiway #1  
Jersey City, NJ 07306

Dear Ms. Brady-Phillips:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion of assistance of 45 units to Project Based Vouchers at the following PIC Development NJ009000015, WOODWARD TERRACE.

We are pleased to approve your request for conversion as described in the application, subject to the conditions below.

This award letter serves as the Department's Commitment to Enter into a Housing Assistance Payments (CHAP) for the above-referenced project, provided the Owner meets all the requirements contained in the PIH Notice 2012-32, Revision 3 ("Notice") and all subsequent revisions. In addition, the owner must comply with all "CHAP Milestones" identified in section 1.12 of the Notice as applicable.

This award is issued pursuant to the Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. No. 112-55, approved November 18, 2011, the Consolidated and Further Continuing Appropriations Act of 2015 (P.L. 113-235), approved December 6, 2014; the 2017 Consolidated Appropriations Act (P.L. 115-31), approved May 5, 2017, and the Consolidated Appropriations Act of 2018 (P.L. 115-141), approved March 23, 2018; section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq. The purpose of this award is to begin the process of effectuating the conversion of Public Housing to a form of project-based assistance under section 8 of the Act. This award cannot be transferred without the prior written consent of HUD.

In order to convert your project, the PHA must fulfill the CHAP milestones and deadlines identified in section 1.12 of the Notice. HUD will rely solely on documents and certifications the PHA submits through the RAD Resource Desk to monitor compliance with CHAP milestones. If HUD, in its sole judgment, determines that the PHA fails to meet any of the requirements, the CHAP will be revoked, unless the PHA submits and HUD approves a request for a deadline extension. Any extension request must include both a justification and an explanation of why failure to meet the milestone will not jeopardize the PHA's ability to complete the RAD conversion. Approval of any request for an extension is at HUD's sole discretion.

Within 30 days of CHAP issuance, you must **confirm your acceptance of a CHAP by submitting an application into the Inventory Removals module in PIC** in order to identify the units that will be removed from public housing Annual Contributions Contract (ACC) when the project completes conversion. HUD has made instructions for submitting a Removal Application into PIC available at [www.radresource.net](http://www.radresource.net).<sup>39</sup> Failure to submit a Removal application into PIC will result in a suspension of the CHAP and a revocation if not corrected within a reasonable time period. Contact your PIH Field Office if you have any questions about this submission.

As the award is a conditional commitment by HUD, HUD reserves the right to revoke or amend its commitment at any time prior to closing if HUD, in its sole judgment, determines that any of the following conditions are present:

- A. any of the contract units were not eligible for selection;
- B. the proposed conversion is not or will not be financially feasible;
- C. the Owner fails to meet any applicable deadline;
- D. the Owner fails to cooperate;
- E. there is any violation of program rules, including fraud; or
- F. the terms of the conversion would be inconsistent with fair housing and civil rights laws or a fair housing or civil rights court order, settlement agreement, or voluntary compliance agreement.

This award shall be interpreted and implemented in accordance with all statutory requirements, and with all HUD requirements, including amendments or changes in HUD requirements, the Notice, and all other applicable RAD guidance.

As you start the process of conversion, we urge you to continue to maintain an open dialogue with your residents and local officials. If you have any questions or concerns regarding

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<sup>39</sup> See [www.radresource.net](http://www.radresource.net) > Document Library > PIC Removal – Instructions for PHAs

the conversion process or fulfilling the CHAP Milestones, please contact your RAD Transaction Manager.

Sincerely,

A handwritten signature in blue ink that reads "Susan A. Wilson". The signature is written in a cursive style with a large initial 'S'.

Susan A. Wilson  
Director  
Office of Public and Indian Housing

Enclosure

CC: Stephen Cea

**EXHIBIT A**

**IDENTIFICATION OF UNITS (“CONTRACT UNITS”)  
BY SIZE AND APPLICABLE CONTRACT RENTS**

The Contract Rents below for the subject project are based on modified Fiscal Year 2016 Federal Appropriations and assumptions regarding applicable rent caps. The final RAD contracts rents, which will be reflected in the RAD HAP contract, will be based on modified Fiscal Year 2016 Federal Appropriations, as well as applicable program rent caps and Operating Cost Adjustment Factors (OCAFs), and, as such, may change. In addition, prior to conversion, the PHA must provide HUD updated utility allowances to be included in the HAP contract.

**Existing PIC Development Number: NJ009000015**

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
2	1	\$666	\$100	\$766
17	2	\$787	\$134	\$921
24	3	\$1,012	\$168	\$1,180
2	4	\$1,096	\$205	\$1,301



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

December 7, 2018

Ms. Vivian Brady-Phillips  
Interim Executive Director  
Housing Authority City of Jersey City  
400 U.S. Hiway #1  
Jersey City, NJ 07306

Dear Ms. Brady-Phillips:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion of assistance of 41 units to Project Based Vouchers at the following PIC Development NJ009000014, PACIFIC COURT.

We are pleased to approve your request for conversion as described in the application, subject to the conditions below.

This award letter serves as the Department's Commitment to Enter into a Housing Assistance Payments (CHAP) for the above-referenced project, provided the Owner meets all the requirements contained in the PIH Notice 2012-32, Revision 3 ("Notice") and all subsequent revisions. In addition, the owner must comply with all "CHAP Milestones" identified in section 1.12 of the Notice as applicable.

This award is issued pursuant to the Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. No. 112-55, approved November 18, 2011, the Consolidated and Further Continuing Appropriations Act of 2015 (P.L. 113-235), approved December 6, 2014; the 2017 Consolidated Appropriations Act (P.L. 115-31), approved May 5, 2017, and the Consolidated Appropriations Act of 2018 (P.L. 115-141), approved March 23, 2018; section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq. The purpose of this award is to begin the process of effectuating the conversion of Public Housing to a form of project-based assistance under section 8 of the Act. This award cannot be transferred without the prior written consent of HUD.

In order to convert your project, the PHA must fulfill the CHAP milestones and deadlines identified in section 1.12 of the Notice. HUD will rely solely on documents and certifications the PHA submits through the RAD Resource Desk to monitor compliance with CHAP milestones. If HUD, in its sole judgment, determines that the PHA fails to meet any of the requirements, the CHAP will be revoked, unless the PHA submits and HUD approves a request for a deadline extension. Any extension request must include both a justification and an explanation of why failure to meet the milestone will not jeopardize the PHA's ability to complete the RAD conversion. Approval of any request for an extension is at HUD's sole discretion.

Within 30 days of CHAP issuance, you must **confirm your acceptance of a CHAP by submitting an application into the Inventory Removals module in PIC** in order to identify the units that will be removed from public housing Annual Contributions Contract (ACC) when the project completes conversion. HUD has made instructions for submitting a Removal Application into PIC available at [www.radresource.net](http://www.radresource.net).<sup>38</sup> Failure to submit a Removal application into PIC will result in a suspension of the CHAP and a revocation if not corrected within a reasonable time period. Contact your PIH Field Office if you have any questions about this submission.

As the award is a conditional commitment by HUD, HUD reserves the right to revoke or amend its commitment at any time prior to closing if HUD, in its sole judgment, determines that any of the following conditions are present:

- A. any of the contract units were not eligible for selection;
- B. the proposed conversion is not or will not be financially feasible;
- C. the Owner fails to meet any applicable deadline;
- D. the Owner fails to cooperate;
- E. there is any violation of program rules, including fraud; or
- F. the terms of the conversion would be inconsistent with fair housing and civil rights laws or a fair housing or civil rights court order, settlement agreement, or voluntary compliance agreement.

This award shall be interpreted and implemented in accordance with all statutory requirements, and with all HUD requirements, including amendments or changes in HUD requirements, the Notice, and all other applicable RAD guidance.

As you start the process of conversion, we urge you to continue to maintain an open dialogue with your residents and local officials. If you have any questions or concerns regarding

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<sup>38</sup> See [www.radresource.net](http://www.radresource.net) > Document Library > PIC Removal – Instructions for PHAs

the conversion process or fulfilling the CHAP Milestones, please contact your RAD Transaction Manager.

Sincerely,

A handwritten signature in blue ink that reads "Susan A. Wilson". The signature is written in a cursive style with a large initial 'S'.

Susan A. Wilson  
Director  
Office of Public and Indian Housing

Enclosure

CC: Stephen Cea

**EXHIBIT A**

**IDENTIFICATION OF UNITS (“CONTRACT UNITS”)  
BY SIZE AND APPLICABLE CONTRACT RENTS**

The Contract Rents below for the subject project are based on modified Fiscal Year 2016 Federal Appropriations and assumptions regarding applicable rent caps. The final RAD contracts rents, which will be reflected in the RAD HAP contract, will be based on modified Fiscal Year 2016 Federal Appropriations, as well as applicable program rent caps and Operating Cost Adjustment Factors (OCAFs), and, as such, may change. In addition, prior to conversion, the PHA must provide HUD updated utility allowances to be included in the HAP contract.

**Existing PIC Development Number: NJ009000014**

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
6	1	\$710	\$100	\$810
10	2	\$839	\$134	\$973
23	3	\$1,078	\$168	\$1,246
2	4	\$1,168	\$205	\$1,373



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

December 7, 2018

Ms. Vivian Brady-Phillips  
Interim Executive Director  
Housing Authority City of Jersey City  
400 U.S. Hiway #1  
Jersey City, NJ 07306

Dear Ms.Brady-Phillips:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion of assistance of 77 units to Project Based Vouchers at the following PIC Development NJ009000012, LAFAYETTE II.

We are pleased to approve your request for conversion as described in the application, subject to the conditions below.

This award letter serves as the Department's Commitment to Enter into a Housing Assistance Payments (CHAP) for the above-referenced project, provided the Owner meets all the requirements contained in the PIH Notice 2012-32, Revision 3 ("Notice") and all subsequent revisions. In addition, the owner must comply with all "CHAP Milestones" identified in section 1.12 of the Notice as applicable.

This award is issued pursuant to the Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. No. 112-55, approved November 18, 2011, the Consolidated and Further Continuing Appropriations Act of 2015 (P.L. 113-235), approved December 6, 2014; the 2017 Consolidated Appropriations Act (P.L. 115-31), approved May 5, 2017, and the Consolidated Appropriations Act of 2018 (P.L. 115-141), approved March 23, 2018; section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq. The purpose of this award is to begin the process of effectuating the conversion of Public Housing to a form of project-based assistance under section 8 of the Act. This award cannot be transferred without the prior written consent of HUD.

In order to convert your project, the PHA must fulfill the CHAP milestones and deadlines identified in section 1.12 of the Notice. HUD will rely solely on documents and certifications the PHA submits through the RAD Resource Desk to monitor compliance with CHAP milestones. If HUD, in its sole judgment, determines that the PHA fails to meet any of the requirements, the CHAP will be revoked, unless the PHA submits and HUD approves a request for a deadline extension. Any extension request must include both a justification and an explanation of why failure to meet the milestone will not jeopardize the PHA's ability to complete the RAD conversion. Approval of any request for an extension is at HUD's sole discretion.

Within 30 days of CHAP issuance, you must **confirm your acceptance of a CHAP by submitting an application into the Inventory Removals module in PIC** in order to identify the units that will be removed from public housing Annual Contributions Contract (ACC) when the project completes conversion. HUD has made instructions for submitting a Removal Application into PIC available at [www.radresource.net](http://www.radresource.net).<sup>36</sup> Failure to submit a Removal application into PIC will result in a suspension of the CHAP and a revocation if not corrected within a reasonable time period. Contact your PIH Field Office if you have any questions about this submission.

As the award is a conditional commitment by HUD, HUD reserves the right to revoke or amend its commitment at any time prior to closing if HUD, in its sole judgment, determines that any of the following conditions are present:

- A. any of the contract units were not eligible for selection;
- B. the proposed conversion is not or will not be financially feasible;
- C. the Owner fails to meet any applicable deadline;
- D. the Owner fails to cooperate;
- E. there is any violation of program rules, including fraud; or
- F. the terms of the conversion would be inconsistent with fair housing and civil rights laws or a fair housing or civil rights court order, settlement agreement, or voluntary compliance agreement.

This award shall be interpreted and implemented in accordance with all statutory requirements, and with all HUD requirements, including amendments or changes in HUD requirements, the Notice, and all other applicable RAD guidance.

As you start the process of conversion, we urge you to continue to maintain an open dialogue with your residents and local officials. If you have any questions or concerns regarding

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<sup>36</sup> See [www.radresource.net](http://www.radresource.net) > Document Library > PIC Removal – Instructions for PHAs

the conversion process or fulfilling the CHAP Milestones, please contact your RAD Transaction Manager.

Sincerely,

A handwritten signature in blue ink that reads "Susan A. Wilson". The signature is written in a cursive style with a large initial 'S'.

Susan A. Wilson  
Director  
Office of Public and Indian Housing

Enclosure

CC: Stephen Cea

**EXHIBIT A**

**IDENTIFICATION OF UNITS (“CONTRACT UNITS”)  
BY SIZE AND APPLICABLE CONTRACT RENTS**

The Contract Rents below for the subject project are based on modified Fiscal Year 2016 Federal Appropriations and assumptions regarding applicable rent caps. The final RAD contracts rents, which will be reflected in the RAD HAP contract, will be based on modified Fiscal Year 2016 Federal Appropriations, as well as applicable program rent caps and Operating Cost Adjustment Factors (OCAFs), and, as such, may change. In addition, prior to conversion, the PHA must provide HUD updated utility allowances to be included in the HAP contract.

**Existing PIC Development Number: NJ009000012**

**New Project Name (for tracking purposes only): LAFAYETTE VILLAGE**

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
52	2	\$837	\$134	\$971
17	3	\$1,075	\$168	\$1,243
8	4	\$1,165	\$205	\$1,370



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

December 7, 2018

Ms. Vivian Brady-Phillips  
Interim Executive Director  
Housing Authority City of Jersey City  
400 U.S. Hiway #1  
Jersey City, NJ 07306

Dear Ms. Brady-Phillips:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion of assistance of 82 units to Project Based Vouchers at the following PIC Development NJ009000013, LAFAYETTE SENIOR LIVING CENTER.

We are pleased to approve your request for conversion as described in the application, subject to the conditions below.

This award letter serves as the Department's Commitment to Enter into a Housing Assistance Payments (CHAP) for the above-referenced project, provided the Owner meets all the requirements contained in the PIH Notice 2012-32, Revision 3 ("Notice") and all subsequent revisions. In addition, the owner must comply with all "CHAP Milestones" identified in section 1.12 of the Notice as applicable.

This award is issued pursuant to the Consolidated and Further Continuing Appropriations Act, 2012, Pub. L. No. 112-55, approved November 18, 2011, the Consolidated and Further Continuing Appropriations Act of 2015 (P.L. 113-235), approved December 6, 2014; the 2017 Consolidated Appropriations Act (P.L. 115-31), approved May 5, 2017, and the Consolidated Appropriations Act of 2018 (P.L. 115-141), approved March 23, 2018; section 8 of the United States Housing Act of 1937 (Act), 42 U.S.C. 1437 et seq.; and the Department of Housing and Urban Development Act, 42 U.S.C. 3531 et seq. The purpose of this award is to begin the process of effectuating the conversion of Public Housing to a form of project-based assistance under section 8 of the Act. This award cannot be transferred without the prior written consent of HUD.

In order to convert your project, the PHA must fulfill the CHAP milestones and deadlines identified in section 1.12 of the Notice. HUD will rely solely on documents and certifications the PHA submits through the RAD Resource Desk to monitor compliance with CHAP milestones. If HUD, in its sole judgment, determines that the PHA fails to meet any of the requirements, the CHAP will be revoked, unless the PHA submits and HUD approves a request for a deadline extension. Any extension request must include both a justification and an explanation of why failure to meet the milestone will not jeopardize the PHA's ability to complete the RAD conversion. Approval of any request for an extension is at HUD's sole discretion.

Within 30 days of CHAP issuance, you must **confirm your acceptance of a CHAP by submitting an application into the Inventory Removals module in PIC** in order to identify the units that will be removed from public housing Annual Contributions Contract (ACC) when the project completes conversion. HUD has made instructions for submitting a Removal Application into PIC available at [www.radresource.net](http://www.radresource.net).<sup>37</sup> Failure to submit a Removal application into PIC will result in a suspension of the CHAP and a revocation if not corrected within a reasonable time period. Contact your PIH Field Office if you have any questions about this submission.

As the award is a conditional commitment by HUD, HUD reserves the right to revoke or amend its commitment at any time prior to closing if HUD, in its sole judgment, determines that any of the following conditions are present:

- A. any of the contract units were not eligible for selection;
- B. the proposed conversion is not or will not be financially feasible;
- C. the Owner fails to meet any applicable deadline;
- D. the Owner fails to cooperate;
- E. there is any violation of program rules, including fraud; or
- F. the terms of the conversion would be inconsistent with fair housing and civil rights laws or a fair housing or civil rights court order, settlement agreement, or voluntary compliance agreement.

This award shall be interpreted and implemented in accordance with all statutory requirements, and with all HUD requirements, including amendments or changes in HUD requirements, the Notice, and all other applicable RAD guidance.

As you start the process of conversion, we urge you to continue to maintain an open dialogue with your residents and local officials. If you have any questions or concerns regarding

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<sup>37</sup> See [www.radresource.net](http://www.radresource.net) > Document Library > PIC Removal – Instructions for PHAs

the conversion process or fulfilling the CHAP Milestones, please contact your RAD Transaction Manager.

Sincerely,

A handwritten signature in blue ink that reads "Susan A. Wilson". The signature is written in a cursive style with a large initial 'S'.

Susan A. Wilson  
Director  
Office of Public and Indian Housing

Enclosure

CC: Stephen Cea

**EXHIBIT A**

**IDENTIFICATION OF UNITS (“CONTRACT UNITS”)  
BY SIZE AND APPLICABLE CONTRACT RENTS**

The Contract Rents below for the subject project are based on modified Fiscal Year 2016 Federal Appropriations and assumptions regarding applicable rent caps. The final RAD contracts rents, which will be reflected in the RAD HAP contract, will be based on modified Fiscal Year 2016 Federal Appropriations, as well as applicable program rent caps and Operating Cost Adjustment Factors (OCAFs), and, as such, may change. In addition, prior to conversion, the PHA must provide HUD updated utility allowances to be included in the HAP contract.

**Existing PIC Development Number: NJ009000013**

**New Project Name (for tracking purposes only): LAFAYETTE SENIOR**

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
78	1	\$878	\$101	\$979
4	2	\$1,037	\$134	\$1,171



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

December 14, 2018

Vivian Brady-Phillips  
Interim Executive Director  
Housing Authority City of Jersey City  
400 U.S. Hiway #1  
Jersey City, NJ 07306

Dear Ms. Brady-Phillips:

Thank you for your application under the Rental Assistance Demonstration (RAD) for the conversion of assistance of 38 units to Project Based Vouchers at the following PIC Development NJ009000021, GLENVIEW I.

We are pleased to approve your request for conversion as described in the application, subject to the conditions below.

This award letter serves as the Department's Commitment to Enter into a Housing Assistance Payments (CHAP) for the above-referenced project, provided the Owner meets all the requirements contained in the PIH Notice 2012-32, Revision 3 ("Notice") and all subsequent revisions. In addition, the owner must comply with all "CHAP Milestones" identified in section 1.12 of the Notice as applicable.

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In order to convert your project, the PHA must fulfill the CHAP milestones and deadlines identified in section 1.12 of the Notice. HUD will rely solely on documents and certifications the PHA submits through the RAD Resource Desk to monitor compliance with CHAP milestones. If HUD, in its sole judgment, determines that the PHA fails to meet any of the requirements, the CHAP will be revoked, unless the PHA submits and HUD approves a request for a deadline extension. Any extension request must include both a justification and an explanation of why failure to meet the milestone will not jeopardize the PHA's ability to complete the RAD conversion. Approval of any request for an extension is at HUD's sole discretion.

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<sup>1</sup> See [www.radresource.net](http://www.radresource.net) > Document Library > PIC Removal – Instructions for PHAs

the conversion process or fulfilling the CHAP Milestones, please contact your RAD Transaction Manager.

Sincerely,

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Susan A. Wilson  
Director  
Office of Public and Indian Housing

Enclosure

CC: Stephen Cea

**EXHIBIT A**

**IDENTIFICATION OF UNITS (“CONTRACT UNITS”)  
BY SIZE AND APPLICABLE CONTRACT RENTS**

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**Existing PIC Development Number: NJ009000021**  
**New Project Name (for tracking purposes only): GLENVIEW I**

Number of Contract Units	Number of Bedrooms	Contract Rent	Utility Allowance	Gross Rent
14	1	\$736	\$100	\$836
16	2	\$870	\$134	\$1,004
6	3	\$1,118	\$168	\$1,286
2	4	\$1,211	\$205	\$1,416