

<b>5-Year PHA Plan</b> <b>(for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development</b> <b>Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226</b> <b>Expires 03/31/2024</b>
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**Purpose.** The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals, and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

**Applicability.** The Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

<b>A.</b>	<b>PHA Information.</b>																																											
	<p>PHA Name: Glassboro Housing Authority      PHA Code: NJ051</p> <p>PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2025</p> <p>The Five-Year Period of the Plan (i.e., 2019-2023): 2025-2029</p> <p>Plan Submission Type <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission</p> <p><b>Availability of Information.</b> In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p><b>How the public can access this PHA Plan:</b> The Plan is available for review and inspection at the Administrative Office located at 100 Pop Moylan Blvd., Deptford, NJ 08096 during normal business hours and online at <a href="http://www.glassborohousing.org">www.glassborohousing.org</a> under the downloads tab.</p> <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below.)</p> <table border="1" style="width: 100%;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV																														
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<b>B.</b>	<b>Plan Elements. Required for all PHAs completing this form.</b>																																											
<b>B.1</b>	<p><b>Mission.</b> State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>See attachment B1 Mission</p>																																											
<b>B.2</b>	<p><b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low-income, and extremely low-income families for the next five years.</p> <p>See attachment B2 Goals and Objectives</p>																																											
<b>B.3</b>	<p><b>Progress Report.</b> Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>See attachment B3 Progress Report</p>																																											
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p>																																											

	See attachment B4 VAWA Goals
<b>C.</b>	<b>Other Document and/or Certification Requirements.</b>
<b>C.1</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>See attachment C1 Significant Amendment or Modification</p>
<b>C.2</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) have comments to the 5-Year PHA Plan? Y <input checked="" type="checkbox"/> N <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations</p> <p>The Resident Advisory Board (RAB) has reviewed the Housing Authority of the Borough of Glassboro's (GHA) 5-Year Public Housing Agency (PHA) Plan for FY 2025-2029 ("Plan"). The Plan informs the Department of Housing and Urban Development (HUD), residents, and the public of GHA's mission for serving the needs of low-income and very low-income families and GHA's goals and objectives for accomplishing such mission. GHA operates a Tenant-Based Housing Choice Voucher (HCV) Program and a Project-Based Voucher Program under the Rental Assistance Demonstration (RAD) Program. As a Qualified PHA, GHA is not required to submit an annual plan in addition to a 5-Year Plan. The RAB met with GHA staff on the following dates: June 18, 2024; July 9, 2024, and August 6, 2024. Please see attachment C2 RAB Comment Letter.</p>
<b>C.3</b>	<p><b>Certification by State or Local Officials.</b></p> <p>Form HUD-50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<b>C.4</b>	<p><b>Required Submission for HUD FO Review.</b></p> <p>(a) Did the public challenge any elements of the Plan? Y <input type="checkbox"/> N <input checked="" type="checkbox"/></p> <p>(b) If yes, include Challenged Elements.</p>
<b>D.</b>	<b>Affirmatively Furthering Fair Housing (AFFH).</b>
<b>D.1</b>	<p><b>Affirmatively Furthering Fair Housing.</b> (Non-qualified PHAs are only required to complete this section on the Annual PHA Plan. All qualified PHAs must complete this section.)</p> <p>Provide a statement of the PHA's strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p>

**Form identification:** NJ051-Glassboro Housing Authority form HUD-50075-5Y (Form ID - 364) printed by Dana Trasferini in HUD Secure Systems/Public Housing Portal at 08/08/2024 03:58PM EST



## **B.1 Mission Statement**

The mission of the Housing Authority of the Borough of Glassboro (GHA) is to assist low-income families, the elderly and the disabled with decent, safe, sanitary and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. GHA is committed to operating in an efficient, ethical and professional manner. GHA will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission. GHA has two principal priorities: (1) to provide, preserve, and improve GHA's housing stock through strong maintenance and modernization and to (2) to assist our residents and clients by providing access to opportunities for counseling for further education, vocational training, increased chances to reach self-sufficiency, home-ownership, and to age in place.



## **The Housing Authority of the Borough of Glassboro**

### **5 Year Plan**

#### **B.2 Goals and Objectives**

##### **Goal 1:**

Enhance the quality of life for residents of housing assisted by GHA.

##### **Objectives:**

- Promote independence and aging in place for elderly and disabled Project-Based Voucher residents.
- Maintain a system for regular communication between Commissioners, residents and staff.
- Maintain a cooperative relationship with an organization in the County providing self-sufficiency services to GHA assisted families.
- Seek funding opportunities that promote family self-sufficiency.
- Undertake improvements to Whitney Gardens B, Summit Park and Delsea Manor as permitted by funding and as necessary and appropriate to preserve the housing stock.
- Increase opportunities for socialization through resident activities at Whitney Gardens B, Summit Park and Delsea Manor.

##### **Goal 2:**

Manage the Housing Authority's Section 8 Housing Choice Voucher Program in an efficient and effective manner.

##### **Objectives:**

- Maintain the Project-Based Vouchers units in a decent, safe and sanitary condition.
- Achieve at least a standard performer in accordance with current Section 8 Management Assessment Program (SEMAP) regulations.
- Achieve a Housing Assistance Payment (HAP) Utilization Rate of 95% or higher in its

Voucher Program.

- Achieve a voucher lease rate of 80% or higher in its Voucher Program.
- The wait list for the Section 8 Housing Choice Voucher Program and Project Based Voucher Program shall remain closed and only opened as determined necessary by the Executive Director on an ongoing basis.
- Monitor concentration of units, and consider actions, such as increases in the payment standard in accordance with funding availability and need to provide housing opportunities.
- Provide quality operational and maintenance activities as cost effectively as possible.

**Goal 3:**

Increase the number of affordable housing opportunities available to low-income residents of the Borough of Glassboro.

**Objectives:**

- Evaluate and apply for appropriate opportunities for voucher funding.
- Increase rents at Whitney Gardens B, Summit Park and Delsea Manor.
- Utilize remaining Faircloth units.

**Goal 4:**

Ensure Equal Opportunity in Housing for all Americans.

**Objectives:**

- Review and comply with all applicable federal and state laws impacting the administration of GHA Programs and update GHA policies accordingly.



## **The Housing Authority of the Borough of Glassboro**

### **5 Year Plan**

#### **B.3 Progress Report**

##### **Goal: Enhance the quality of life for residents of housing assisted by GHA.**

Progress: GHA achieved this goal through the following measures:

- (1) Made substantial interior improvements to fourteen (14) of GHA's one hundred and four (104) Project-Based Voucher units.
- (2) Continued receiving Home Support Program funding and administered such Program in accordance with awarded contracts.
- (3) Established partnerships with a third-party community based medical service provider known as Inspira LIFE (Living Independently For the Elderly) that will allow GHA residents to continue to reside independently and age in place preventing displacement to assisted living facilities or nursing homes.
- (4) Improved Voucher Management by obtaining a High Performer score in accordance with Section 8 Management Assessment Program (SEMAP) regulations.
- (5) Undertook improvements to Whitney Gardens B, Summit Park and Delsea Manor including the installation of comprehensive camera system, lighting improvements, and parking lot resurfacing.
- (6) Maintained a website to enhance program administration and increase transparency with residents.
- (7) Increased resident opportunities for socialization through resident activities such as a resident gardening club.

##### **Goal: Manage the Housing Authority's Section 8 Housing Choice Voucher Program in an efficient and effective manner.**

Progress: GHA achieved this goal through the following measures:

- (1) Obtained a High Performer score in accordance with Section 8 Management Assessment Program (SEMAP) regulations.
- (2) Achieved a Housing Assistance Payment (HAP) Utilization Rate of one hundred percent (100%) in GHA's Voucher Program.

- (3) Opened Tenet-Based Voucher waitlist in March 2024 for a one week period, and the Project-Based Voucher waitlist remains open for the elderly preference.
- (4) Established Payments Standards of one hundred and ten percent (110%) for Tenant-Based Vouchers.

**Goal: Increase the number of affordable housing opportunities available to low-income residents of the Borough of Glassboro.**

Progress: GHA achieved this goal through the following measures:

- (1) Completed the redevelopment project known as the Village at Harmony Gardens at the demolished Ellis Manor Site, which is comprised of forty (40) regular Project-Based Vouchers and twenty-four (24) Rental Assistance Demonstration (RAD) Project-Based Vouchers.
- (2) Successfully converted twenty-four (24) Public Housing units at Ellis Manor to Project-Based Vouchers through the Rental Assistance Demonstration (RAD) Program for utilization at Village at Harmony Gardens.

**Goal: Ensure equal opportunity in housing for all Americans.**

Progress: GHA achieved this goal through the following measures:

- (1) Updated the Section 8 Administrative Plan to include non-discriminatory policies and policies on preventing and addressing harassment in housing.
- (2) Implemented policies to comply with New Jersey's Fair Chance in Housing Act.
- (3) Provided staff training on non-discriminatory policies including preventing sexual and other discriminatory harassment in housing.
- (4) Provided reasonable accommodations to disabled applicants and participants who required accommodations to fully access housing programs and services in accordance with the Fair Housing Act, the Americans with Disabilities Act, and Section 504.
- (5) Provided meaningful access to limited English proficient persons in accordance with Title VI of the Civil Rights Act of 1964.
- (6) Consistently applied GHA's Grievance Policies to ensure all applicants and participants had the appropriate due process rights when adverse action was taken by GHA.

## HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO

### STATEMENT REGARDING VAWA GOALS

With respect to the Violence Against Women Reauthorization Act, it is the Housing Authority of the Borough of Glassboro's Goal to implement the following policy to ensure compliance with 24 *C.F.R.* Part 5, subpart L.

#### **HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO (GHA)**

#### **VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY**

##### **I. Purpose and Applicability:**

This Violence Against Women Act Policy ("Policy") implements the requirements of the 2013 reauthorization of the Violence Against Women Act (VAWA) which applies for all victims of domestic violence, dating violence, sexual assault or stalking regardless of sex, gender identity or sexual orientation. This Policy shall be applied consistently with all nondiscrimination and fair housing requirements. This Policy covers all applicants and tenants of HUD-covered programs. Neither VAWA nor this Policy implementing it shall preempt or supersede any provision of federal, state or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

This Policy shall be implemented in accordance with 24 *C.F.R.* Part 5, Subpart L, Protections for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking as well as various subparts of 24 *C.F.R.* Parts 200, 247, 880, 882, 883, 884, 886 and 891, HUD-Notice H 2017-05 and any other HUD subsequent applicable Notices.

##### **II. Goals and Objectives:**

This Policy has the following principal goals and objectives:

- A. Maintaining compliance, including training of appropriate staff managing GHA's properties and programs, with all applicable legal requirements imposed by VAWA;
- B. Participating, with others, in protecting the physical safety of victims of actual or threatened domestic violence, dating violence, sexual assault or stalking who are assisted by GHA;
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence, sexual assault or stalking;
- D. Cooperating, with others, by sharing information and maintaining collaborative arrangements between GHA, law enforcement authorities, victim services providers, and



others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence, sexual assault or stalking, who are assisted by GHA; and

- E. Responding in accordance with GHA policies and procedures to incidents of domestic violence, dating violence, sexual assault or stalking, affecting individuals assisted by GHA.

### III. **Definitions:**

GHA shall implement all definitions as established in 24 *C.F.R.* §5.2003.

### IV. **Admissions and Screening:**

Non-Denial of Assistance. GHA will not deny admission to an applicant on the basis or as a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault or stalking if the applicant is otherwise qualified for admission. Further, GHA will not deny admission based on an adverse factor, if the adverse factor is determined to be a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault or stalking.

Also, if an applicant or an affiliated individual of the applicant is or has been the victim of domestic violence, dating violence, sexual assault or stalking by a member of the household or any guest, the applicant may not be denied rental assistance or occupancy rights with GHA solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault or stalking.

### V. **Termination of Tenancy or Assistance:**

- A. VAWA Protections. Under VAWA, specific protections, which will be observed by GHA:

1. An incident or incidents of actual or threatened domestic violence, dating violence, or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
2. Tenancy or assistance will not be terminated by GHA on the basis or as a direct result of the fact that the tenant/participant is or has been a victim of domestic violence, dating violence, sexual assault or stalking. Further, GHA will not terminate tenancy or participation based on an adverse factor, if the adverse factor is determined to be a direct result of the fact that the applicant is or has been a victim of domestic violence, dating violence, sexual assault or stalking. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:
  - (a) Nothing contained in this paragraph shall limit any otherwise available authority to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of

domestic violence, dating violence, sexual assault or stalking in question against the tenant or an affiliated individual of the tenant. However, in taking any such action, GHA shall not apply a more demanding standard to the victim of domestic violence, dating violence, sexual assault or stalking than that applied to other tenants.

(b) Nothing contained in this Policy shall be construed to limit GHA's ability to evict or terminate from assistance any tenant or lawful applicant if GHA as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance. In order to demonstrate an actual or imminent threat, GHA must have objective evidence of words, gestures, actions or other indicators of such threats. Any eviction or termination of assistance, predicated on this basis should be utilized by GHA only when there are no other actions that could be taken to reduce or eliminate the threat, including, but not limited to, transferring the victim to a different unit, barring the perpetrator from the property, contacting law enforcement to increase police presence or develop other plans to keep the property safe, or seeking other legal remedies to prevent the perpetrator from acting on a threat. Restrictions predicated on public safety cannot be based on stereotypes, but must be tailored to particularized concerns about individual residents.

B. Removal of Perpetrator. Further, notwithstanding the above or federal, state or local law to the contrary, GHA may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be affected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by GHA. In the event of Lease Bifurcation, remaining family members must meet statutory requirements for housing assistance.

## **VI. Verification of Domestic Violence, Dating Violence, Sexual Assault or Stalking:**

A. Requirement for Verification. GHA shall require verification in all cases where an individual claims protection against an action involving such individual proposed to be taken by GHA. Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking may be accomplished by providing to GHA one of the following types of documentation:

1. Form HUD-5382;
2. A document signed by the claimant and an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional

from whom the claimant has sought assistance relating to domestic violence, dating violence, sexual assault or stalking, or the effects of the abuse. The document must specify, under penalty of perjury (28 *U.S.C.* 1746), that the professional believes the incident or incidents of domestic violence, dating violence, sexual assault or stalking occurred and meet the definition of “domestic violence,” “dating violence,” “sexual assault” or “stalking” in HUD’s regulations at 24 *C.F.R.* §5.2003;

3. A record of a federal, state, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident or incidents of domestic violence, dating violence, sexual assault or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others; or
4. At the discretion of GHA, a statement or other evidence provided by the applicant or tenant.

GHA may ask for clarification or additional information in order to make an objectively reasonable determination of whether the adverse factor is a direct result of the applicant or tenant having been a victim.

- B. Time Allowed to Provide Verification/Failure to Provide. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking, and who is requested by GHA to provide verification, must provide such verification within fourteen (14) business days (i.e., fourteen (14) calendar days, excluding Saturdays, Sundays, and federally recognized holidays) after receipt of the request for verification. GHA may grant an extension during which no adverse action can be taken. Failure to provide verification in proper form within such time will result in loss of protection under VAWA and this Policy against a proposed adverse action.
- C. Acceptance of Verbal Statement. GHA may, with respect to any specific case, waive the above stated requirements for verification and provide the benefits of this Policy based on the victim’s statement or other corroborating evidence. Such waiver may be granted in the sole discretion of the Executive Director, or designee, and generally in such cases where GHA is otherwise aware of the abuse and encouraged the victim to request VAWA protections. Any such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.
- D. Request for Third-Party Documentation of Victim Status. GHA will request third-party documentation of victim status if more than one applicant or tenant provides documentation to show they are victims of domestic violence, dating violence, sexual assault or stalking and the information in one person’s documentation conflicts with the information in another person’s documentation or submitted documentation contains information that conflicts with existing information already available to GHA. When evicting or terminating one household member, GHA shall follow family break up policies and the GHA’s Grievance Policy.

## **VII. Confidentiality:**

- A. Right of Confidentiality. All information (including the fact that an individual is a victim of domestic violence, dating violence, sexual assault or stalking) provided to GHA in connection with a verification required by this Policy or provided in lieu of such verification where a waiver of verification is granted, shall be retained by the receiving party in confidence and shall neither be entered in any shared database nor provided to any related entity, except where disclosure is: 1. requested or consented to by the individual in writing; or 2. required for use in eviction proceedings or in connection with termination of assistance, as permitted under VAWA; or 3. otherwise required by applicable law. GHA will take reasonable precautions to avoid inadvertent disclosures via mail or voicemail and conduct the exchange of confidential information in person with the victim. All VAWA correspondence shall be secured to maintain confidentiality separate from the tenant file.
- B. Notification of Rights. GHA shall provide notice of Occupancy Rights (HUD 5380) and the Certification of Domestic Violence Form (HUD 5382) at the following times: To applicants with denial of assistance; At move in; With notice of eviction or termination of assistance; To each household during the annual recertification; any other time when HUD-5382 is supplied.

## **VIII. Court Orders/Family Break-up:**

Court orders. It is GHA's policy to honor orders entered by courts of competent jurisdiction affecting individuals assisted by GHA. This includes cooperating with law enforcement authorities to enforce civil protection orders issued for the protection of victims and addressing the distribution of personal property among household members in cases where a family breaks up.

## **IX. Relationships with Service Providers:**

It is the policy of GHA to cooperate with organizations and entities, both private and governmental, that provide shelter and/or services to victims of domestic violence, dating violence, sexual assault or stalking. If GHA staff becomes aware that an individual assisted by GHA is a victim of domestic violence, dating violence, sexual assault or stalking, GHA will refer the victim to such providers of shelter or services as appropriate.

## **Housing Authority of the Borough of Glassboro**

### **Emergency Transfer Plan for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

#### **Emergency Transfers**

The Housing Authority of the Borough of Glassboro (GHA) is concerned about the safety of its tenants, and such concern extends to tenants who are victims of domestic violence, dating violence, sexual assault or stalking. In accordance with the Violence Against Women Act (VAWA)<sup>1</sup>, GHA allows tenants who are victims of domestic violence, dating violence, sexual assault or stalking to request an emergency transfer from the tenant's current unit to another unit. The ability to request a transfer is available regardless of sex, gender identity, or sexual orientation<sup>2</sup>. The ability of GHA to honor such request for tenants currently receiving assistance, however, may depend upon a preliminary determination that the tenant is or has been a victim of domestic violence, dating violence, sexual assault or stalking, and on whether GHA has another dwelling unit that is available and is safe to offer the tenant for temporary or more permanent occupancy. This plan identifies tenants who are eligible for an emergency transfer, the documentation needed to request an emergency transfer, confidentiality protections, how an emergency transfer may occur, and guidance to tenants on safety and security. This plan is based on a model emergency transfer plan published by the U.S. Department of Housing and Urban Development (HUD), the federal agency that ensures GHA's federally assisted housing programs are in compliance with VAWA.

#### **Eligibility for Emergency Transfers**

A tenant who is a victim of domestic violence, dating violence, sexual assault or stalking, as provided in HUD's regulations at 24 *C.F.R.* Part 5, Subpart L is eligible for an emergency transfer, if: the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant remains within the same unit. If the tenant is a victim of sexual assault, the tenant may also be eligible to transfer if the sexual assault occurred on the premises within the 90-calendar-day period preceding a request for an emergency transfer. A tenant requesting an emergency transfer must expressly request the transfer in accordance with the procedures described in this plan. Tenants who are not in good standing may still request an emergency transfer if they meet the eligibility requirements in this Section.

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<sup>1</sup> Despite the name of this law, VAWA protection is available to all victims of domestic violence, dating violence, sexual assault and stalking, regardless of sex, gender identity, or sexual orientation.

<sup>2</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

## **Priority For Tenants/Applicants who Qualify for Internal and External Transfers**

GHA does not maintain a waiting list preference for VAWA victims. However, Tenants who qualify for Internal and External transfers shall be entitled to a waiting list priority. VAWA admission preferences shall not supersede usual eligibility criteria.

## **Emergency Transfer Request Documentation**

To request an emergency transfer, the tenant shall notify GHA's management office and submit a written request for a transfer within GHA. GHA will provide reasonable accommodations to this policy for individuals with disabilities. The tenant's written request for an emergency transfer should include either:

1. A statement expressing that the tenant reasonably believes that there is a threat of imminent harm from further violence if the tenant were to remain in the same dwelling unit assisted under GHA's program; OR
2. A statement that the tenant was a sexual assault victim and that the sexual assault occurred on the premises during the 90-calendar-day period preceding the tenant's request for an emergency transfer.

GHA shall retain records of all emergency transfer requests and their outcomes for three (3) years or for a period of time as specified in the program regulations.

## **Confidentiality**

GHA will keep confidential any information that the tenant submits in requesting an emergency transfer, and information about the emergency transfer, unless the tenant gives GHA written permission to release the information on a time limited basis, or disclosure of the information is required by law or required for use in an eviction proceeding or hearing regarding termination of assistance from the covered program. This includes keeping confidential the new location of the dwelling unit of the tenant, if one is provided, from the person(s) that committed an act(s) of domestic violence, dating violence, sexual assault or stalking against the tenant. Information shall not be entered into shared databases. See the *Notice of Occupancy Rights under the Violence Against Women Act* for more information about GHA's responsibility to maintain the confidentiality of information related to incidents of domestic violence, dating violence, sexual assault or stalking.

## **Emergency Transfer Timing and Availability**

GHA cannot guarantee that a transfer request will be approved or how long it will take to process a transfer request. However, tenants shall be permitted to make an internal emergency transfer under VAWA when a safe unit is immediately available and such transfers shall be given priority as an emergency transfer request. GHA will act as quickly as possible to move a tenant who is a victim of domestic violence, dating violence, sexual assault or stalking to another unit, subject to availability and safety of a unit. If a tenant reasonably believes a proposed transfer would not be safe, the tenant may request a transfer to a different unit. If a unit is available, the transferred

tenant must agree to abide by the terms and conditions that govern occupancy in the unit to which the tenant has been transferred. GHA may be unable to transfer a tenant to a particular unit if the tenant has not or cannot establish eligibility for that unit.

If, after a reasonable time, GHA has no safe and available units for which a tenant who needs an emergency transfer is eligible, GHA will assist the tenant in identifying other housing providers who may have safe and available units to which the tenant could move. This shall be deemed an “External Emergency Transfer”, meaning a transfer of a tenant to another unit or form of assistance where the tenant would be categorized as a new applicant. At the tenant’s request, GHA will also assist tenants in contacting the local organizations offering assistance to victims of domestic violence, dating violence, sexual assault or stalking that are attached to this plan.

Tenants with tenant-based rental assistance shall be issued a voucher to move with continued tenant-based assistance.

### **Safety and Security of Tenants**

Pending processing of the transfer and the actual transfer, if it is approved and occurs, the tenant is urged to take all reasonable precautions to be safe.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network’s National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime’s Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.

Please see local organizations offering assistance to victims of domestic violence, dating violence, sexual assault or stalking.

- **Center for Family Services – Services Empowering the Rights of Victims (SERV)**  
[www.centerffs.org](http://www.centerffs.org)  
[serv@centerffs.org](mailto:serv@centerffs.org)  
1-866-295-SERV (7378)  
PO Box 566  
Glassboro, NJ 08028
- **NJ Domestic Violence Hotline**  
[www.nj.gov/dcf/women/domestic](http://www.nj.gov/dcf/women/domestic)  
1-855-INFO-DCF (463-6323)  
PO Box 729

Trenton, NJ 08625

- **Family Part-Chancery Division Superior Court of NJ**  
1-856-379-2200  
101 S 5th Street, 2nd Floor  
Camden, NJ 08103
- **New Jersey Domestic Violence Hotline**  
1-800-572-SAFE (7233)

DRAFT



NOTICE OF OCCUPANCY RIGHTS UNDER  
THE VIOLENCE AGAINST WOMEN ACT

U.S. Department of Housing and Urban Development  
OMB Approval No. 2577-0286  
Expires 06/30/2017

Form HUD-5380  
(12/2016)

**Housing Authority of the Borough of Glassboro**

**Notice of Occupancy Rights under the Violence Against Women Act**

**To all Tenants and Applicants**

The Violence Against Women Act (VAWA) provides protections for victims of domestic violence, dating violence, sexual assault or stalking. VAWA protections are not only available to women but are available equally to all individuals regardless of sex, gender identity, or sexual orientation<sup>1</sup>. The U.S. Department of Housing and Urban Development (HUD) is the federal agency that oversees that The Housing Authority of the Borough of Glassboro (GHA) is in compliance with VAWA. This notice explains your rights under VAWA. A HUD-approved certification form is attached to this notice. You can fill out this form to show that you are or have been a victim of domestic violence, dating violence, sexual assault or stalking, and that you wish to use your rights under VAWA.

**Protections for Applicants**

If you otherwise qualify for assistance with GHA, you cannot be denied admission or denied assistance because you are or have been a victim of domestic violence, dating violence, sexual assault or stalking.

**Protections for Tenants**

If you are receiving assistance with GHA you may not be denied assistance, terminated from participation, or be evicted from your rental housing because you are or have been a victim of domestic violence, dating violence, sexual assault or stalking. Also, if you or an affiliated individual of yours is or has been the victim of domestic violence, dating violence, sexual assault or stalking by a member of your household or any guest, you may not be denied rental assistance or occupancy rights with GHA solely on the basis of criminal activity directly relating to that domestic violence, dating violence, sexual assault or stalking. Affiliated individual means your spouse, parent, brother, sister, or child, or a person to whom you stand in the place of a parent or guardian (for example, the affiliated individual is in your care, custody, or control); or any individual, tenant, or lawful occupant living in your household.

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<sup>1</sup> Housing providers cannot discriminate on the basis of any protected characteristic, including race, color, national origin, religion, sex, familial status, disability, or age. HUD-assisted and HUD-insured housing must be made available to all otherwise eligible individuals regardless of actual or perceived sexual orientation, gender identity, or marital status.

## **Removing the Abuser or Perpetrator from the Household**

GHA may divide (bifurcate) your lease in order to evict the individual or terminate the assistance of the individual who has engaged in criminal activity (the abuser or perpetrator) directly relating to domestic violence, dating violence, sexual assault or stalking.

If GHA chooses to remove the abuser or perpetrator, GHA may not take away the rights of eligible tenants to the unit or otherwise punish the remaining tenants. If the evicted abuser or perpetrator was the sole tenant to have established eligibility for assistance under the program, GHA must allow the tenant who is or has been a victim and other household members to remain in the unit for a period of time, in order to establish eligibility under the program or under another HUD housing program covered by VAWA, or, find alternative housing.

In removing the abuser or perpetrator from the household, GHA must follow federal, state, and local eviction procedures. In order to divide a lease, GHA may, but is not required to, ask you for documentation or certification of the incidences of domestic violence, dating violence, sexual assault or stalking.

## **Moving to Another Unit**

Upon your request, GHA may permit you to move to another unit, subject to the availability of other units, and still keep your assistance. In order to approve a request, GHA may ask you to provide documentation that you are requesting to move because of an incidence of domestic violence, dating violence, sexual assault or stalking. If the request is a request for emergency transfer, the housing provider may ask you to submit a written request or fill out a form where you certify that you meet the criteria for an emergency transfer under VAWA. The criteria are:

- (1) You are a victim of domestic violence, dating violence, sexual assault or stalking.** If your housing provider does not already have documentation that you are a victim of domestic violence, dating violence, sexual assault or stalking, your housing provider may ask you for such documentation, as described in the documentation section below.
- (2) You expressly request the emergency transfer.** Your housing provider may choose to require that you submit a form or may accept another written or oral request.
- (3) You reasonably believe you are threatened with imminent harm from further violence if you remain in your current unit.** This means you have a reason to fear that if you do not receive a transfer, you would suffer violence in the very near future.

**OR**

**You are a victim of sexual assault and the assault occurred on the premises during the 90-calendar-day period before you request a transfer.** If you are a victim of sexual assault, then in addition to qualifying for an emergency transfer because you reasonably believe you are threatened with imminent harm from further violence if you remain in your unit, you may qualify for an emergency

transfer if the sexual assault occurred on the premises of the property from which you are seeking your transfer, and that assault happened within the 90-calendar-day period before you expressly request the transfer.

GHA will keep confidential requests for emergency transfers by victims of domestic violence, dating violence, sexual assault or stalking, and the location of any move by such victims and their families.

GHA emergency transfer plan provides further information on emergency transfers, and GHA must make a copy of its emergency transfer plan available to you if you ask to see it.

### **Documenting You Are or Have Been a Victim of Domestic Violence, Dating Violence, Sexual Assault or Stalking**

GHA can, but is not required to, ask you to provide documentation to “certify” that you are or have been a victim of domestic violence, dating violence, sexual assault or stalking. Such request from GHA must be in writing, and GHA must give you at least fourteen (14) business days (Saturdays, Sundays, and federal holidays do not count) from the day you receive the request to provide the documentation. GHA may, but does not have to, extend the deadline for the submission of documentation upon your request.

You can provide one of the following to GHA as documentation. It is your choice which of the following to submit if GHA asks you to provide documentation that you are or have been a victim of domestic violence, dating violence, sexual assault or stalking.

- A complete HUD-approved certification form given to you by GHA with this notice, that documents an incident of domestic violence, dating violence, sexual assault or stalking. The form will ask for your name, the date, time, and location of the incident of domestic violence, dating violence, sexual assault or stalking, and a description of the incident. The certification form provides for including the name of the abuser or perpetrator if the name of the abuser or perpetrator is known and is safe to provide.
- A record of a federal, state, tribal, territorial, or local law enforcement agency, court, or administrative agency that documents the incident of domestic violence, dating violence, sexual assault or stalking. Examples of such records include police reports, protective orders, and restraining orders, among others.
- A statement, which you must sign, along with the signature of an employee, agent, or volunteer of a victim service provider, an attorney, a medical professional or a mental health professional (collectively, “professional”) from whom you sought assistance in addressing domestic violence, dating violence, sexual assault or stalking, or the effects of abuse, and with the professional selected by you attesting under penalty of perjury that he or she believes that the incident or incidents of domestic violence, dating violence, sexual assault or stalking are grounds for protection.
- Any other statement or evidence that GHA has agreed to accept.

If you fail or refuse to provide one of these documents within the fourteen (14) business days, GHA does not have to provide you with the protections contained in this notice.

If GHA receives conflicting evidence that an incident of domestic violence, dating violence, sexual assault or stalking has been committed (such as certification forms from two or more members of a household each claiming to be a victim and naming one or more of the other petitioning household members as the abuser or perpetrator), GHA has the right to request that you provide third-party documentation within thirty (30) calendar days in order to resolve the conflict. If you fail or refuse to provide third-party documentation where there is conflicting evidence, GHA does not have to provide you with the protections contained in this notice.

### **Confidentiality**

GHA must keep confidential any information you provide related to the exercise of your rights under VAWA, including the fact that you are exercising your rights under VAWA. GHA must not allow any individual administering assistance or other services on behalf of GHA (for example, employees and contractors) to have access to confidential information unless for reasons that specifically call for these individuals to have access to this information under applicable federal, state or local law. GHA must not enter your information into any shared database or disclose your information to any other entity or individual. GHA, however, may disclose the information provided if:

- You give written permission to GHA to release the information on a time limited basis.
- GHA needs to use the information in an eviction or termination proceeding, such as to evict your abuser or perpetrator or terminate your abuser or perpetrator from assistance under this program.
- A law requires GHA or your landlord to release the information.

VAWA does not limit GHA's duty to honor court orders about access to or control of the property. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

### **Reasons a Tenant Eligible for Occupancy Rights under VAWA May Be Evicted or Assistance May Be Terminated**

You can be evicted, and your assistance can be terminated for serious or repeated lease violations that are not related to domestic violence, dating violence, sexual assault or stalking committed against you. However, GHA cannot hold tenants who have been victims of domestic violence, dating violence, sexual assault or stalking to a more demanding set of rules than it applies to tenants who have not been victims of domestic violence, dating violence, sexual assault or stalking.

The protections described in this notice might not apply, and you could be evicted, and your assistance terminated, if GHA can demonstrate that not evicting you or terminating your assistance would present a real physical danger that:

1. Would occur within an immediate time frame, and
2. Could result in death or serious bodily harm to other tenants or those who work on the property.

If GHA can demonstrate the above, GHA should only terminate your assistance or evict you if there are no other actions that could be taken to reduce or eliminate the threat.

### **Other Laws**

VAWA does not replace any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, sexual assault or stalking. You may be entitled to additional housing protections for victims of domestic violence, dating violence, sexual assault or stalking under other federal laws, as well as under state and local laws.

### **Non-Compliance with The Requirements of This Notice**

You may report a covered housing provider's violations of these rights and seek additional assistance, if needed, by contacting or filing a complaint with HUD.

### **For Additional Information**

You may view a copy of HUD's final VAWA rule at <https://www.gpo.gov/fdsys/pkg/FR-2016-11-16/pdf/2016-25888.pdf>. Additionally, GHA must make a copy of HUD's VAWA regulations available to you if you ask to see them.

Tenants who are or have been victims of domestic violence are encouraged to contact the National Domestic Violence Hotline at 1-800-799-7233, or a local domestic violence shelter, for assistance in creating a safety plan. For persons with hearing impairments, that hotline can be accessed by calling 1-800-787-3224 (TTY).

Tenants who have been victims of sexual assault may call the Rape, Abuse & Incest National Network's National Sexual Assault Hotline at 800-656-HOPE, or visit the online hotline at <https://ohl.rainn.org/online/>.

Tenants who are or have been victims of stalking seeking help may visit the National Center for Victims of Crime's Stalking Resource Center at <https://www.victimsofcrime.org/our-programs/stalking-resource-center>.



### **C.1 Significant Amendment or Modification**

Significant amendments and substantial deviations/modifications from the 5 Year Plan shall be defined as discretionary changes in the plans or Authority policies that fundamentally change the mission, goals, or objectives of the Authority and which require formal approval of the Board of Commissioners. A change in classification or the addition or change in capital work to be performed in a Capital Fund budget is not considered a significant amendment.





# THE HOUSING AUTHORITY OF THE BOROUGH OF GLASSBORO RESIDENT ADVISORY BOARD

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August 6, 2024

Board of Commissioners  
Housing Authority of the Borough of Glassboro  
Management Office  
100 Pop Moylan Blvd.  
Deptford, NJ 08096

RE: Five-Year Plan FY 2025-2029

Dear Board of Commissioners:

The Resident Advisory Board (RAB) has reviewed the Public Housing Agency Plan for the Housing Authority of the Borough of Glassboro (GHA). The 5-Year Plan informs HUD, residents, and the public of GHA's mission for serving the needs of low-income and very-low income families and GHA's strategies for addressing those needs. GHA operates a Housing Choice Voucher Program and a Project Based Voucher Program under the Rental Assistance Demonstration Program. As a Qualified Public Housing Agency (PHA), GHA is not required to submit an annual plan in supplement to the 5-Year Plan. The RAB met with GHA staff on the following dates: June 18, 2024; July 9, 2024 and August 6, 2024. Please note the RAB's support of the following:

1. The RAB reviewed the 5-Year Goals and Objectives established for the PHA Plan and the progress towards GHA's prior 5-Year Goals and Objectives. The RAB supports the designated Goals and Objectives for the 5-Year Plan FY2025-2029.
2. The RAB supports GHA's mission to assist low-income families, the elderly, and the disabled with decent, safe, sanitary and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The RAB agrees and understands that GHA is committed to operating in an efficient, ethical and professional manner. The RAB supports GHA as it strives to create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

The RAB also suggests the following recommendations to the Plan. We understand recommendations are incorporated into the Plan where applicable.

1. GHA should continue to focus on assisting residents to age in place to avoid premature institutionalization. GHA staff should continue to focus on developing community partnerships and connecting residents to local resources to help obtain assistive medical equipment, assistance with activities of daily living, and appropriate social activities.
2. GHA should continue to seek funding to make renovations to the dwelling units, including installing walk-in showers, to make them more accessible for disabled and/ or elderly.





residents.

3. The RAB would benefit from meeting with GHA staff more frequently to discuss the status of GHA's Goals and Objectives and to continue to strengthen the relationships of residents and staff.
4. The RAB would like for there to be more resident participation in the resident social activities but agreed that residents are frequently unwilling to participate.
5. While the RAB had no specific concerns about site safety, they support the continued use of surveillance cameras and agreed to report any concerns immediately to GHA for further investigation as appropriate.
6. The RAB supports GHA's continued efforts to improve and preserve the current housing stock with priority on repair and replacement of health and safety related features
7. The RAB supports the maintenance of the local preference for individuals living, working or who have been hired to work, within the Borough of Glassboro in the administration of the voucher waiting list. The RAB supports the administration of the waiting list based on time and date of application with the aforementioned local preference.
8. The RAB supports GHA pursuing outstanding rent collections and evictions when necessary for tenants with outstanding rents.
9. The RAB supports GHA making revisions to the tenants leases to strengthen lease enforcement to create a safer, cleaner community for tenants.

We understand that the above comments and suggestions, when appropriate, have been included into the Five-Year Plan. We also would like to convey our gratitude for the programs provided by the Housing Authority of the Borough of Glassboro.

We look forward to working with you in the future.

Sincerely,

[Redacted Signature]

[Redacted Signature]