

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

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

Definitions.

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

A. PHA Information.											
A.1	PHA Name: _____ Newton Housing Authority _____ PHA Code: NJ076 PHA Type: <input checked="" type="checkbox"/> Small <input type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): 01/2022 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 80 Number of Housing Choice Vouchers (HCVs) 0 Total Combined _____ PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission Availability of Information. 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 of 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 main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)										
Participating PHAs		PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program						
Lead PHA:					<table border="1"> <tr> <th data-bbox="1141 1612 1279 1648">PH</th> <th data-bbox="1279 1612 1433 1648">HCV</th> </tr> <tr> <td data-bbox="1141 1690 1279 1768"></td> <td data-bbox="1279 1690 1433 1768"></td> </tr> <tr> <td data-bbox="1141 1768 1279 1845"></td> <td data-bbox="1279 1768 1433 1845"></td> </tr> </table>	PH	HCV				
PH	HCV										

B.	<p>Annual Plan Elements Submitted with 5-Year PHA Plans. Required elements for all PHAs completing this document in years in which the 5-Year Plan is also due. This section does not need to be completed for years when a PHA is not submitting its 5-Year Plan. See Section C for required elements in all other years (Years 1-4).</p>
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Five-Year PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> X Statement of Housing Needs and Strategy for Addressing Housing Needs.</p> <p><input type="checkbox"/> X Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> X Financial Resources.</p> <p><input type="checkbox"/> X Rent Determination.</p> <p><input type="checkbox"/> X Homeownership Programs.</p> <p><input type="checkbox"/> X Substantial Deviation.</p> <p><input type="checkbox"/> X Significant Amendment/Modification</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review.</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below:</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> X Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> X Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> X Demolition and/or Disposition.</p> <p><input type="checkbox"/> X Conversion of Public Housing to Tenant Based Assistance.</p> <p><input checked="" type="checkbox"/> X Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> X Project Based Vouchers.</p> <p><input type="checkbox"/> X Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> X Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan. The Newton Housing Authority is considering converting its public housing under the Streamlined Voluntary Conversion Program.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan.</p> <p>The Newton Housing Authority continues to provide affordable housing that is decent and safe manner to eligible families in our community. Our Authority is committed to the notion that the word, "housing" implies more than the bricks and mortar and reflects our basic principles of services to our residents and entire community in a professional, courtesy, respectful and caring manner. We work towards keeping minimal vacant units and responsive turnovers due to our limited supply of public housing.</p>

C.	Annual Plan Elements Submitted All Other Years (Years 1-4). Required elements for all other fiscal years. This section does not need to be completed in years when a PHA is submitting its 5-Year PHA Plan.
C.1.	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> X Hope VI or Choice Neighborhoods.</p> <p><input type="checkbox"/> X Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> X Demolition and/or Disposition.</p> <p><input type="checkbox"/> X Conversion of Public Housing to Tenant-Based Assistance.</p> <p>X <input type="checkbox"/> Project Based Vouchers.</p> <p>X <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If the Housing Authority proceeds with Streamlined Voluntary Conversion, the existing 80 units at Liberty would be converted to Project Based Vouchers.</p> <p>(c) If using Project-Based Vouchers, provide the projected number of project-based units, general locations, and describe how project-basing would be consistent with the PHA Plan. PBV would be utilized as part of the Streamlined Voluntary Conversion. It would consist of 80 units at Liberty Towers, 32 Liberty Street, Newton, NJ.</p> <p>(d) The PHA must submit its Deconcentration Policy for Field Office Review.</p>
C.2	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p><i>Form 50077-SM, Certification of Compliance with PHA Plans and Related Regulations</i>, including Item 5 must be submitted by the PHA as an electronic attachment to the PHA Plan. Item 5 requires certification on whether plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public.</p>
D	Other Document or Certification Requirements for Annual Plan Submissions. Required in all submission years.
D.1	<p>Civil Rights Certification.</p> <p><i>Form 50077-SM-HP, Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
D.2	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N</p> <p><input type="checkbox"/> X</p> <p>If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>
D.3	<p>Certification by State or Local Officials.</p> <p><i>Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

E	Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
E.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.

Instructions for Preparation of Form HUD-50075-SM Annual Plan for Small and High Performing PHAs

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

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

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

B. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is also due. (24 CFR §903.12)

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

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the "yes" box. If an element has not been revised, mark "no."

Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions. Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b) Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

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

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

Homeownership Programs. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

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

Significant Amendment/Modification. PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define 'significant amendment/modification', HUD will consider the following to be 'significant amendments or modifications': a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency public housing CFP work items

(items not included in the current CFP Annual Statement or CFP 5-Year Action Plan); or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). (24 CFR §903.7(r)(2)(ii))

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

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24 CFR 903.2](#). (24 CFR §903.23(b))

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

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

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

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

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

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

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

B.3 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

C. Annual Plan. PHAs must complete this section during years where the 5-Year Plan is not due. (24 CFR §903.12)

C.1 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

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

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

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

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

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

Project-Based Vouchers. Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers,

provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

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

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

C.2 Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan. Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing form HUD-50077 SM-HP.

D. Annual Plan. PHAs must complete this section in all years.

D.1 Civil Rights Certification. Form HUD-50077 SM-HP, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. (24 CFR §903.7(o))

D.2 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. (24 CFR §903.13(c), 24 CFR §903.19)

D.3 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

E. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. (24 CFR 903.7 (g))

E.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form 50075.2 approved by HUD on XX/XX/XXXX."

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

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

Civil Rights Certification
(Qualified PHAs)

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB Approval No. 2577-0226
Expires 02/29/2016

Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those program, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.

Newton Housing Authority

PHA Name

NJ076

PHA Number/HA Code

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official
William F. Snyder

Title
Executive Director

Signature



Date 9/28/21

**Certification of Compliance with
PHA Plans and Related Regulations
(Small PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

**PHA Certifications of Compliance with the PHA Plans and Related Regulations
including Civil Rights and PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year and/or Annual PHA Plan for the PHA fiscal year beginning 1/1/22, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
 - 903.7a Housing Needs
 - 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
 - 903.7c Financial Resources
 - 903.7d Rent Determination Policies
 - 903.7h Demolition and Disposition
 - 903.7k Homeownership Programs
 - 903.7r Additional Information
 - A. Progress in meeting 5-year mission and goals
 - B. Criteria for substantial deviation and significant amendments
 - C. Other information requested by HUD
 - 1. Resident Advisory Board consultation process
 - 2. Membership of Resident Advisory Board
 - 3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:

- (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
 6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
 7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
 8. For a PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);

- The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
 11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
 12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
 13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
 15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
 16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
 17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
 18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
 19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
 20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
 21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

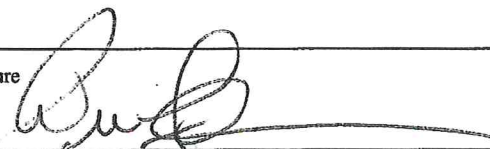
Newton Housing Authority
PHA Name

NJ076
PHA Number/HA Code

5-Year PHA Plan for Fiscal Years 20__ - 20__

Annual PHA Plan for Fiscal Year 2022

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official William F. Snyder	Title Executive Director
Signature 	Date 1/29/21

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, William F. Snyder, the Executive Director
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Newton Housing Authority
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of

Impediments (AI) to Fair Housing Choice of the

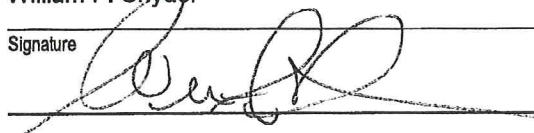
Newton, New Jersey
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

The provision for the existing 80 unit public housing project have always been part pf army plan.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official	Title
William F. Snyder	Executive Director
Signature	Date
	9/29/21

REQUEST FOR PROPOSALS

Financial Auditing Services

Due: Wednesday, November 10th, 2021, by 10:00 AM



Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Newton, New Jersey will accept proposals for its Annual Financial Audit for the fiscal year ending 12/31/2021. It is the Housing Authority's desire to retain and employ a duly qualified Independent Public Auditor (I.P.A.) to audit the books and accounts of the Authority. All services must be in accordance with the existing rules, orders, directives, regulations handbooks and laws as promulgated by the United States Department of Housing and Urban Development and the State of New Jersey under the Local Authorities Fiscal Control Act and the Fiscal Affairs Law (including N.J.A.C. 5:31-7). The services that are requested will be as follows and will encompass all the Housing Authority's programs (including, but not limited to-Public Housing Program, Capital Fund Program, etc.):

1) Audit the accounts and records of the Authority for the 12-month periods 1/1/2021 to 12/31/2021 in accordance with generally accepted government auditing standards (GAAS), Government Auditing Standards, the auditing and reporting provisions in OMB audit circular, and those auditing standards having been adopted by the Local Finance Board and the Division of Local Government Services, Dept. of Community Affairs, State of New Jersey. The audit performed should be sufficient in scope to enable the auditor to express an opinion on whether the financial statements fairly present the financial position of the Authority and are free of material misstatements. It must be acceptable by the U.S. Department of Housing & Urban Development and the State of New

Jersey. The report must include all statements necessary to present the audit in conformity with Generally Accepted Accounting Principles (GAAP).

2) The audit report must be in a format which is approvable by the United States Department of Housing and Urban Development as detailed in the HUD Audit Guide (7476.1 REV-1), the Single Audit Act of 1984 and the State of New Jersey under the Local Authorities Fiscal Control Act, N.J.A.C. 5:31-7 and GASBY.

3) The report must be completed and submitted to the Housing Authority and the State of New Jersey (Division of Local Government Services) within four (4) months of the end of the Authority's fiscal year.

4) The auditor will be required to utilize the state prescribed "Audit Questionnaire" as part of the auditor's working papers.

5) Upon completion of the report, sufficient certified copies should be made to provide each PHA Commissioner and Staff with a copy and other copies for the HUD office, State of New Jersey, Local Governing Body, and other applicable agencies as required by all applicable rules and regulations.

6) Must attend meetings, as requested, with Housing Authority Commissioners/staff, HUD Auditors/staff and must make work papers available for a period of time dictated by the government.

7) The auditor will be required to prepare and submit the state required "Synopsis of Audit" in a format that is acceptable for publication in a newspaper of general circulation.

8) The auditor must work with the fee accountant to prepare

the necessary schedules and forms to ensure compliance with GAAP, per instructions of the U.S. Dept. of HUD.

9) The FYE 12/31/2021 audit report shall commence immediately upon notification from the Housing Authority that the Financial Data Schedule (FDS) has been completed and submitted to HUD.

Qualifications:

- 1) Must be a Registered Municipal Accountant of New Jersey (RMA) or a Certified Public Accountant of New Jersey (CPA) as required by Title 40A:5A-15 of the Fiscal Control Law.
- 2) The selected Auditor must meet the standards specified in the Standards for Audit of Government Organizations, Programs, Activities and Functions.
- 3) Must have previous experience auditing Public Housing Authorities.
- 4) Must be approvable by the U.S. Department of Housing & Urban Development

Proposal Submission:

All persons interested in submitting a proposal for the Annual Audit should submit a proposal based upon a lump-sum fee. Proposals should be delivered to the Housing Authority of the Town of Newton, New Jersey on or before Wednesday, November 10th, 2021, by 10:00 AM. All proposals will be reviewed in accordance with the Housing Authority's rating system. The proposal rating system and the standard form of contract are attached to this Request for Proposals.

The following must be submitted with the proposal:

- 1) Listing of similar work that the firm has previously completed.
- 2) Listing of references.
- 3) New Jersey Business registration Form
- 4) Affirmative Action Compliance Notice
- 5) Stockholder Disclosure Certification
- 6) Non-Collusive Affidavit

This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

WILLIAM F. SNYDER
Interim Executive Director

REQUEST FOR PROPOSALS

Fee Accounting Services

Due: Wednesday, November 10th by 10:00 AM



Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860

REQUEST FOR PROPOSALS

The Housing Authority of the Town of Newton, New Jersey will accept proposals for accounting services for the fiscal year 1/1/2022 to 12/31/2022. It is the Housing Authority's desire to retain and employ a duly qualified Accountant to act as advisory for the Authority in all matters connected to the establishment and ongoing functions of the accounting books and records. All services must be in accordance with the existing rules, orders, directives, and regulations promulgated by the United States Department of Housing and Urban Development (including the HUD Accounting handbook, the Financial Management Handbook, and the Annual Contributions Contract) and the New Jersey Local Authorities Fiscal Control Act.

The services that are requested will be as follows and will relate to all the Housing Authority's programs (including, but not limited to, Public Housing, Capital Fund, and other grants and programs as administered by the Authority):

- 1) Maintenance and establishment of the accounting books and records, including monthly posting to the general ledger. The books must be maintained in accordance with the principles and standards and the classification and description of accounts as prescribed by HUD and the State of New Jersey.
- 2) Preparation of budgets, financial statements and forms as required by law and the policies of the United States Department of Housing and Urban Development and the State of New Jersey. Budgets and financial statements shall be prepared in accordance

with HUD's accounting rules and requirements.

- 3) Preparation of all state and federal forms for requisitions and financial reports.
- 4) Attendance at meetings with HUD staff, HUD Auditors, Independent Auditors and Commissioners as requested by the Board of Commissioners and/or Executive Director.
- 5) A monthly statement must be prepared showing the amounts budgeted and the actual amounts expended for the fiscal year to date shall be provided at the end of each calendar month.
- 6) Preparation of a reconciliation of balances of tenant accounts whenever the summary of transactions with tenants (as furnished by the Authority) does not agree with the accountant's control records. Monthly bank reconciliations shall be undertaken by the Housing Authority and provided to the accountant.
- 7) Preparation of all worksheets, budgets, forms, and other items essential in complying with the New Jersey Local Authorities Fiscal Control Act. All work papers necessary to complete the annual audit and financial statements, on a GAAP basis, shall be prepared by the accountant.
- 8) Preparation and filing of all HUD required electronic financial filings via the internet.
- 9) Will be responsible for reconciling all accounts, making adjusting journal entries, closing the books, and preparing the FDS for the period ending 12/31/2022.
- 10) Must assist the Authority in closing all outstanding audit findings from all previous audit reports. All recommendations must be in writing regarding findings and recommendations.

11) Other Services that are requested by the Housing Authority.

Qualifications:

- 1) Must be a Certified Public Accountant (C.P.A.), licensed by the State of New Jersey or a licensed Public Accountant.
- 2) Must have previous experience and an understanding of HUD funded programs.
- 3) Must be approvable by the United States Department of Housing and Urban Development.

Proposal Submission:

All persons interested in submitting a proposal for accounting services should submit a proposal based upon a lump-sum fee (Payment schedule to be established by the Authority). Proposals should be delivered to the office of the Housing Authority of the Town of Newton, 32 Liberty Street, Newton, New Jersey on or before Wednesday, November 10th, 2021, by 10:00 A.M. Proposals will be evaluated according to the Housing Authority's "Competitive Evaluation System." A copy of the evaluation system has been attached to the RFP for review by those persons interested in submitting a proposal. All persons submitting a proposal are encouraged to contact the Housing Authority to personally review the financial operations of the Authority.

The following must be submitted with the proposal:

- 1) Listing of similar work that the firm has previously completed.
- 2) Listing of references.
- 3) New Jersey Business registration Form

- 4) Affirmative Action Compliance Notice
- 5) Stockholder Disclosure Certification
- 6) Non-Collusive Affidavit

This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

WILLIAM F. SNYDER
Executive Director

REQUEST FOR PROPOSALS



Snow Removal Services

**Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860
973 383-5191**

REQUEST FOR PROPOSALS

The Newton Housing Authority is accepting proposals for landscaping services at the Housing Authority's properties. The term of the contract shall be two (2) years commencing on January 1, 2022. All services must be in accordance with all rules, regulations, codes, laws, and other directives concerning these type services.

The requested services shall be for Liberty Towers, 32 Liberty Street, Newton, New Jersey. This is an 80-unit senior citizen complex.

The scope of work shall be as follows:

The general appearance of the housing authority's landscaping shall be neatly manicured at all times. the grass and garden areas shall be free from weeds, crab grass and other unwanted growth.

1. Spring clean-up shall include:

- A. PICK up and remove all leaves, branches, rubbish, etc.
- B. Apply weed killer (dandelions, crab grass, etc.)
- C. Place mulch in all bedded areas.

All chemicals shall be applied in accordance with the manufacturers schedule and application instructions.

- 2. Cut all grass once a week.
- 3. Edge all sidewalks & curbs weekly.
- 4. Keep flower beds free of weeds.
- 5. Trim shrubs.
- 6. Fall clean up, all leaves & branches picked up and disposed of.

If any chemicals are used, they must be of a biodegradable nature, harmless to humans as well as animals.

All grass cuttings are to be removed from lawns, sidewalks, and driveways are to be swept clean of cuttings.

Grass & weeds growing between sidewalk sections shall be removed by mechanical or chemical means using vegetation control.

The contractor shall furnish all labor and material, services, and equipment necessary to perform and complete the contract.

All contractor billing shall be accompanied with an itemization of the scope and the days that the work was undertaken.

Term

The term of the contract shall be two (2) years commencing on January 1st, 2022.
Payments shall be made in equal monthly installments.

Proposal submission

Interested contractors must submit their proposal to the Newton Housing Authority, 32 Liberty Street, Newton, New Jersey 07860 by 10:00 AM.

The following must be submitted with the proposal:

- 1) Listing of references.
- 2) New Jersey Business registration Form
- 3) Evidence of Insurance

This solicitation is being made as “Fair and Open” in accordance with N.J.S.A. 40A:19A-20.4 et seq.

The Newton Housing Authority reserves the right to reject any and all proposals and to waive any informality in the RFP process.

Newton Housing Authority
32 Liberty Street
Newton, New Jersey 07860
973 383-5191

REQUEST FOR BIDS

Elevator Maintenance

DUE: NOVEMBER 10TH, 2021

**HACKENSACK HOUSING AUTHORITY
65 FIRST STREET
HACKENSACK, NEW JERSEY 07601**

Legal Advertisement

REQUEST FOR BIDS

The Newton Housing Authority, New Jersey will accept bids for the following services:

Elevator Maintenance

It is the Housing Authority's desire to retain a duly qualified, competent and capable contractor to maintain perform various services. All services must be in accordance with the existing laws, rules, orders, directives and regulations governing these services and supplies.

All persons interested in submitting a proposal for any of these services should contact the Newton Housing Authority in order to receive a copy of the formal Request for Bids. The RFB specifies the scope of the services and the requirements for submitting proposals.

All bids must be submitted to the office of the Newton Housing Authority 32 Liberty Street, Newton, New Jersey on or before November 10th, 2021, by 10:00 AM. The building is available for inspection between the hours of 11:00 AM to 4:00 PM, Monday to Friday.

The Housing Authority reserves the right to reject any and all bids/proposals received for this work. It also reserves the right to terminate the vendor, for convenience, at any time during the term of the contract.

This solicitation is being made as "Fair and Open" in accordance with N.J.S.A. 40A:19A-20.4 et seq.

WILLIAM F. SNYDER
Executive Director

ELEVATOR MAINTENANCE SPECIFICATIONS

FURNISH STANDARD ELEVATOR MAINTENANCE ON THE FOLLOWING EQUIPMENT:

32 Liberty Street, Newton, New Jersey 2 Hydraulic Elevator Cars

The contract shall be for a period of 24 months – beginning January 1, 2022 and ending December 31, 2024.

The following specifications will be incorporated by reference in any specification, if any, provided by the contractor. They will be made an integral part of the agreement with the contractor and are intended to supplement, but in no way limit, the terms and conditions of the agreement. Should there be a conflict between any part of these specifications and those of the contractor's specifications, these specifications will take precedence.

Scope of Work

The contractor shall maintain the efficiency, safety and speeds as specified and designed by the manufacturers of the equipment at all times, including acceleration, retardation, contract speed in feet per minute with or without full load, floor to floor time, and door opening and closing time. the contractor shall provide engineering data, including diagrams, to prove that they conform with the specifications.

Maintain all elevator equipment as hereinafter describe on the terms and conditions subsequently set forth:

Work Included

1. The successful contractor under this contract shall maintain the entire elevator equipment as hereinafter describe on terms and conditions set forth. Only trained personnel directly employed and supervised by the successful bidder shall be used. These personnel shall be qualified to keep the equipment properly adjusted and shall use all means available to maintain the elevators in proper and safe operating condition.
2. The contractor shall regularly and systematically examine, adjust, clean, lubricate, furnish lubricants, and when conditions warrant, repair or replace machine, motor generator and controller parts, including worm gears, all fuses, thrust bearings, brake magnet coils, brake shoes, brusher, windings, commutators rotating elements, coils, contacts resistors, magnet frames, controllers, selectors, leveling devices, operation devices and other mechanical and electrical parts.
3. The contractor shall regularly and systematically examine, adjust, lubricate and conduct no load bi-annual safety tests as required, and when conditions warrant, repair or replace the below described wearing parts of the controller, selector, relay panel, door operator, generator and motor, limited to:

replacing rectifiers, timer devices, brushes, shunts and condensers; door operator motors, belts, chains, door operator; shaft way limit switch contacts and rollers; pit and buffer switches and contacts; car top and shaft way stopping switches and contacts; cr guide shoe gibs and/or guide rollers; car door rollers, safety edge and switch, cable compounds, safety edge, cable and electric eye equipment; car and hall push buttons, indicator sockets and indicator light bulbs and station contacts; replacement of brake linings, cooling contacts and braids; pins, linkages, selector gears and sprockets; governor jackets; pit cross supports

- and beams; buffer springs; chain guards; solid state components; dispatching resistors, transformers, leads, dash pots, computer devices and selector; governor frame, limit switches rollers, counterweight frame, guards, braces, crosshead, header, car sling, load-weighing equipment, hoist way riser and bx wiring; motor room wiring, slack cable device, brush rigging, brush holders, machine beams, steel strut supports, stiles, steady plates, car door gibs, kick up and eccentric rollers, and cable shackles.
4. The contractor shall repair or replace and maintain locally a supply of genuine manufacturer's parts sufficient for the normal maintenance and repair of the elevators. Such parts shall include but shall not be limited to controller parts including coils, contacts, relays, carbons, copper and silver contacts where contacts are renewable, contact insulations, contact springs and shunts for any of the switches of the controller, brake, governor, interlocks, limit switches, etc., brushes for motor generator sets, door motor replacements.
 5. The contractor shall keep the guide rails properly cleaned and when necessary, renew guide shoe rollers to insure smooth and quiet operation.
 6. The contractor shall periodically examine, repair and adjust all safety devices and governors as required
 7. The contractor shall regularly clean, maintain and repair all the hatchway equipment, including: rails, pit sheaves, car top, safety devices, hatch doors, hangars and every access door between elevator cars and to the elevator cars.
 8. The contractor shall repair or replace power unit, pump and motor including valves, relief valves, pilot lowering leveling and check valves, v-belts, strainers, springs and gaskets, relays, timers, magnet frames, bearings, packing and packing glands, slack cable switch and drum limit. The contractor shall also maintain hydraulic fluid at proper operating levels.
 9. The contractor shall furnish lubricants as recommended by the manufacturer.
 10. The contractor shall also examine, lubricate, adjust, repair and/or replace the following accessory equipment except relamping:
car position indicator, interlocks, hall lanterns, car and hoist way hatchway door hangers and rollers, car exhaust fans, car and hoist way door operations, car emergency alarms, door safety guides and safety edges.
 11. The contractor or third party hired by the contractor, shall test and inspect each elevator under the conditions of a full load if necessary to determine its safe capacity, once every six months in January and July. A written report of each of these bi-annual inspections and tests shall be provided to the Newton Housing Authority. The report shall be submitted on UCC form F-310 or and other form as may be required by an agency having jurisdiction.
 12. The contractor will be responsible for all damage to elevators due to their negligence for not maintaining elevator machinery.
 13. The contractor is to provide 24 hour emergency service including Saturdays, Sundays, holidays, etc., each day per year.
 14. The response time to emergency calls to be no longer than three (3) hours
 15. Monthly maintenance must be performed on each elevator. A log book shall be maintained at each site indicating the time and date of the minimum monthly preventative maintenance calls and all other repair calls. Failure to perform regular monthly preventative maintenance will be grounds for non-payment of the monthly fee and grounds for termination of the contract.

Special Note for Services

1. A work or service order slip indicating what specific work was performed, number of hours and material used, shall be left with the manager or superintendent of the building or his designee. said work or service order slip shall be signed by the vendor's employee and countersigned by a member of the building staff.
2. Upon the award of contract, the successful contractor shall submit a written schedule indicating time, dates and nature of preventive maintenance service that shall be performed for approval by the Newton Housing Authority. A copy of said schedule shall be posted conspicuously in the machine room of each building under contract and filled in by the technician after performing each service.

Special Note of Materials

Any material and/or equipment used by the contractor in the course of maintenance and service of the elevators must be compatible with existing materials and equipment now in service.

It is understood that you are not required to make renewals of repairs, necessitated by reason of negligence or misuse of the machinery, apparatus, or car. You shall not be required to install new attachments or make special safety tests on the elevator as recommended or directed by insurance companies, government state or municipal, or other authorities.

You shall not be held responsible or liable for any loss, damage, detention, or delay caused by strikes, lockouts, or by any other cause, which is unavoidable, or beyond your reasonable control, or for consequential damage arising from such causes.

Insurance

A satisfactory certificate of insurance for general liability must be furnished to the authority, with suitable provisions providing notice to the authority in the event of cancellation, in the amount of \$500,000.00 basic coverage and \$1,000,000.00 umbrella coverage.,

Other Required Submittals

The contractor must submit a copy of their New Jersey Business Registration Form, insurance certificate, a listing of references and subcontractors with their bid.

Bid Opening

All bids will be publicly opened and read aloud on the date and time listed in the advertisement for bids. this solicitation for bids is being made as a fair and open process in compliance with NJSA 19:44a-20.4 et seq.