

Penns Grove Housing Authority  
40 South Broad Street  
Penns Grove, NJ 08069

Minutes of the Meeting June 12, 2024

The meeting was opened with a reading of the Sunshine Law. A motion was made by Karen Wright and seconded by Jesus Lopez. The motion was unanimously approved by all present.

**ROLL CALL**

Present: Karen Wright, Margie Pollard, Dorraine Robinson, Ignacia Washington, Jesus Lopez, James K. Grace, Laverne Hill, Carolina Valdez, and Catherina Rutland

Absent: Hersell Smith

**APPROVAL OF MINUTES:**

A motion to approve the regular minutes of the May 1, 2024 meeting was made by Jesus Lopez and seconded by Margie Pollard. The motion was unanimously approved by all present.

**OLD BUSINESS**

**STATUS REPORT**

Catherina went over the status report. She stated we currently have two vacant units at Penn Towers and and no vacant units at Silver Run Park.

Catherina reported that we are processing one eviction case at this time.

Catherina reminded the Board about the following events planned:

1. Tuesday, July 9, 2024 Atlantic City Bus Trip leaving Penn Towers at 8:30AM.
2. Monday, July 1, 2024 Boys 2 Men at 5PM
3. Wednesday, August 14, 2024 Dorney Park
4. August 5th to 8th, 2024 Basketball camp

Catherina stated that they would be participating in the kids poster contest “What Home Means to Me” sponsored by NAHRO.

Catherina reported that they distributed information to our tenants about a new Summer EBT program in New Jersey that is intended to reduce hunger and food insecurity for children who lose access to free school meals through National School Lunch Program (NSLP) School Breakfast Program (SBP) during the summer when school is not in session. She explained that a one-time summer benefit amount of \$120 will be issued to each eligible child.

Catherina reminded the Board that she would be on vacation from June 21, 2024 and returning on July 1, 2024.

Catherina stated that she send information on the Leo P. Dauwer Memorial Commissioner's Conference being held in Edgartown, MA in the month of September and to let her know as soon as possible if anyone was interested in attending the conference.

Karen Wright expressed interest in attending the Leo P. Dauwer Memorial Commissioner's Conference. A motion was made by Jesus Lopez to approve Karen Wright for the Leo P. Dauwer Memorial Commissioner's Conference. The motion was seconded by Margie Pollard and unanimously approved by all present.

Catherina was pleased to report that our non-profit organization was approved for the grant to hold our basketball camp. There was some discussion on the location for the basketball camp.

## STREAMLINE RAD APPLICATION SUBMITTED UPDATE

### 1. RESOLUTION GROUND LEASE

Mr. James K. Grace presented the ground lease as well as Resolution 12-24 that HUD requested for the Streamline Conversion application. There was some discussion on the matter.

A motion was made by Laverne Hill to approve Resolution 12-24 authorizing execution of a ground lease between Penns Grove Housing Authority and Affordable Housing of Penns Grove LLC seconded by Margie Pollard. The motion was unanimously approved by all present.

## NEW BUSINESS

### BUDGETS 2024-2025

#### APPROVAL FOR ADOPTION OF STATE BUDGET FYE 6/30/25

Catherina stated that the Penns Grove Housing Authority's State Budget for the FYE 6/30/25 was approved for adoption. After some discussion, Jesus Lopez made a motion to adopt the State Budget FYE 6/30/25. Laverne Hill seconded the motion and it was unanimously approved by all present. A roll call was completed as well.

#### SECTION 8 UTILITY ALLOWANCE RESOLUTION FOR 2024-2025

Catherina presented Resolution 13-2024 with attached HUD forms 52667 to update our PGHA Utility Allowances for the Section 8 Program beginning July 1, 2024. She stated that the U.S. Department of Housing and Urban Development requires Housing Authorities to adopt an annual utility allowance schedule. There was some discussion on the matter.

A motion was made by Jesus Lopez to approve Resolution 13-2024 updating utility allowances for to begin July 1, 2024 for the Penns Grove Housing Authority and seconded by Laverne Hill. The motion was unanimously approved by all present.

#### SECTION 8 PAYMENT STANDARD RESOLUTION FOR 2024-2025

Catherina presented Resolution 14-2024 with an attached spreadsheet to update our PGHA Payment Standards for the Section 8 Program beginning July 1, 2024. She stated that the U.S. Department of

Housing and Urban Development requires Housing Authorities to adopt an annual payment standard schedule.

She explained that the Penns Grove Housing Authority as of July 1, 2024 would establish their payment standards at 110% FMR for families participating in the Housing Choice Voucher Program calculated by using 110% of HUD's Small Area Fair Market Rents which was represented on the spreadsheet attached to the resolution. She explained this would allow families to have additional access to the rental housing stock.

A motion was made by Jesus Lopez to approve Resolution 14-2024 the PGHA Payment Standards for the Section 8 Program beginning July 1, 2024 for the Penns Grove Housing Authority and seconded by Ignacia Washington. The motion was unanimously approved by all present.

#### RFP'S RESOLUTION

1. FEE ACCOUNTANT 2024-2025
2. AUDITOR FYE 6/30/24
3. LEGAL SERVICES – SOLICITOR 2024-2025
4. ELEVATOR SERVICES 2024-2026
5. JANITORIAL SERVICES 2024-2026

Catherina stated that they advertised and received bids for fee accountant, auditor, legal, elevator and janitorial services. She went over the bids received and recommended the lowest qualified bidders in Resolution 15-2024. A motion to approve Resolution 15-2024 outlining bids awarded with dates was made by Jesus Lopez and seconded by Ignacia Washington. The motion was unanimously approved by all present.

#### APPROVAL OF BILLS

A motion to approve the bills listed below was made by Ignacia Washington and seconded by Margie Pollard. The motion was unanimously approved by all present. General Fund checks 17711 thru 17731 and MOD checks 2584 thru 2585. Also Supplemental Bill Lists were approved for General Fund, Security Deposit, Rental Checks, Payroll Checks, Mod, and Section 8, representing checks issued after the May Board meeting.

#### PUBLIC PORTION

There was no public present.

#### ADJOURNMENT

A motion to adjourn the meeting was made by Jesus Lopez and seconded by Margie Pollard. The motion was unanimously approved by all present.



**PENNS GROVE HOUSING AUTHORITY RESOLUTION 12-24  
AUTHORIZATION TO EXECUTE A GROUND LEASE BETWEEN PGHA AND AFFORDABLE  
HOUSING OF PENNS GROVE LLC FOR  
STREAMLINED VOLUNTARY CONVERSION OF 153 PUBLIC HOUSING UNITS**

**WHEREAS**, the Penns Grove Housing Authority ("PGHA") has 153 units of public housing (Section 9) located at Penn Towers South and Silver Run Park; and

**WHEREAS**, the U.S. Department of Housing & Urban Development ("HUD") has initiated an Asset Repositioning Program for public housing that is called "Streamlined Voluntary Conversion" ("SVC"); and

**WHEREAS**, the PGHA has been directed by HUD to execute a Ground Lease for approval for "Streamlined Voluntary Conversion" from public housing to project-based vouchers in accordance with HUD guidelines between PGHA and Penns Grove Affordable Housing LLC ("PGAHLLC").

**WHEREAS**, the PGHA shall continue to own the land located at Penn Towers South, 40 S. Broad Street, Penns Grove, NJ 08069, also known as Block 65 Lot 4 on the Penns Grove Borough Tax Map, and Silver Run Park, 300 Gillette Avenue, Penns Grove, NJ 08069, also known as Block 84 Lot 20 on the Penns Grove Borough Tax Map, and will lease those lands to the PGAHLLC pursuant to the terms of the attached Ground Lease;

**WHEREAS**, PGAHLLC will purchase the buildings located at Penn Towers South, 40 S. Broad Street, Penns Grove, NJ 08069 and Silver Run Park, 300 Gillette Avenue, Penns Grove, NJ 08069; and

**WHEREAS**, PGAHLLC will manage, maintain and administer the project-based voucher program in accordance with HUD guidelines following the Streamlined Voluntary Conversion;

**BE IT RESOLVED** that the attached ground lease designates that the land located at Penn Towers South, 40 S. Broad Street, Penns Grove, NJ 08069 and Silver Run Park, 300 Gillette Avenue, Penns Grove, NJ 08069 will continue to be owned by the Penns Grove Housing Authority and the buildings will be sold to Penns Grove Affordable Housing LLC.

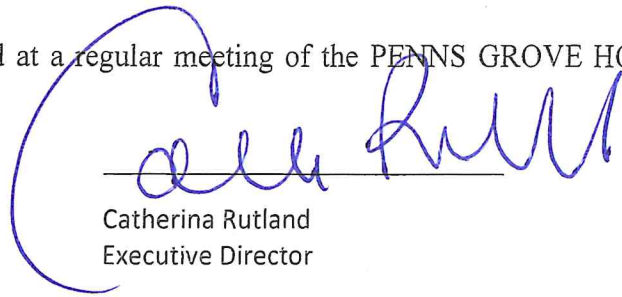
**BE IT FURTHER RESOLVED** by the Board of Commissioners of the Penns Grove Housing Authority that the Housing Authority has authorized our solicitor, James K. Grace and Executive Director, Catherina Rutland to execute and authorize the attached ground lease between PGHA and Penns Grove Affordable Housing LLC.

PENNS GROVE HOUSING AUTHORITY

Karen C. Wright, Chairperson

ATTEST:

The foregoing resolution was duly adopted at a regular meeting of the PENNS GROVE HOUSING AUTHORITY on June 12, 2024.



A handwritten signature in blue ink, appearing to read "Catherina Rutland", is written over a horizontal line. The signature is stylized and cursive.

Catherina Rutland  
Executive Director

Resolution No. 12-24 Adopted: 6/12/24



## RESOLUTION: Utility Allowance Schedule FYE 6/30/24

WHEREAS, the purpose of this Resolution is to approve the Housing Choice Voucher Program Utility Allowance Schedule for the Penns Grove Housing Authority (PGHA) beginning July 1, 2024. The U.S. Department of Housing and Urban Development (HUD) requires Housing Authorities to adopt an annual utility allowance schedule.

BE IT RESOLVED, the Penns Grove Housing Authority has analyzed the utility schedules of other housing authorities in the area to compile utility schedules for the PGHA.

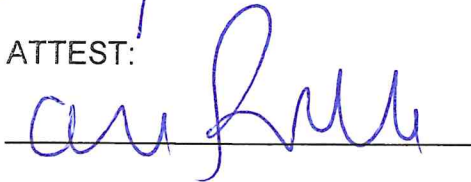
NOW THEREFORE, that the Board of Commissioners hereby adopts the attached utility schedule for fiscal year 7/1/24 to 6/30/25.

BE IT FURTHER RESOLVED, that this resolution was approved at a regular Board meeting held on June 12, 2024.

PENNS GROVE HOUSING AUTHORITY

  
KAREN C. WRIGHT, CHAIRPERSON

ATTEST:



Resolution Number: 13-2024  
Adopted: June 12, 2024

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
PENNS GROVE HOUSING AUTHORITY		HIGH RISE WITH ELEVATOR					07/01/2024	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	30	34	41	49	55	69	
	Bottled Gas							
	Electric	38	47	57	70	87	101	
	Electric – Heat Pump							
	Fuel Oil							
	Other							
Cooking	Natural Gas	5	7	9	11	14	15	
	Bottled Gas	15	20	26	32	40	43	
	Electric	11	14	19	23	29	31	
	Other							
Other Electric		37	48	64	80	99	107	
Air Conditioning		10	13	18	22	26	30	
Water Heating	Natural Gas	6	8	11	14	17	18	
	Bottled Gas	19	24	32	40	50	54	
	Electric	13	17	22	28	34	37	
	Electric – Heat Pump							
	Fuel Oil	25	33	44	54	67	73	
Water		50	63	77	93	103	117	
Sewer		23	25	26	28	29	31	
Trash Collection								
Other – specify								
Range/Microwave		6	5	6	6	6	6	
Refrigerator		4	4	5	6	6	7	
<b>Actual Family Allowances</b> – May be used by the family to compute allowance while searching for a unit.						Utility/Service/Appliance	Allowance	
Head of Household Name						Heating		
						Cooking		
Unit Address						Other Electric		
						Air Conditioning		
						Water Heating		
						Water		
Number of Bedrooms						Sewer		
						Trash Collection		
						Other		
						Range/Microwave		
						Refrigerator		
						Total		

**Utility Allowance Schedule**  
See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169  
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA PENNS GROVE HOUSING AUTHORITY		Unit Type LOW-RISE					Date (mm/dd/yyyy) 07/01/2024	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	31	41	55	68	82	94	
	Bottled Gas	93	122	163	202	243	278	
	Electric	45	59	79	97	117	134	
	Electric – Heat Pump							
	Fuel Oil	125	164	218	270	325	373	
	Other							
Cooking	Natural Gas	5	7	9	11	14	15	
	Bottled Gas	15	20	26	32	40	43	
	Electric	11	14	19	23	29	31	
	Other							
Other Electric		37	48	64	80	99	107	
Air Conditioning		10	13	18	22	26	30	
Water Heating	Natural Gas	6	8	11	14	17	18	
	Bottled Gas	19	24	32	40	50	54	
	Electric	13	17	22	28	34	37	
	Electric – Heat Pump							
	Fuel Oil	25	33	44	54	67	73	
Water		50	63	77	93	103	117	
Sewer		23	25	26	28	29	31	
Trash Collection								
Other – specify								
Range/Microwave		6	5	6	6	6	6	
Refrigerator		4	4	5	6	6	7	
<b>Actual Family Allowances</b> – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
Number of Bedrooms					Water Heating			
					Water			
					Sewer			
					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			



The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA PENNS GROVE HOUSING AUTHORITY		Unit Type MANUFACTURED HOME					Date (mm/dd/yyyy) 07/01/2024	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	29	35	46	59	73		
	Bottled Gas	87	104	135	173	217		
	Electric	42	50	65	84	105		
	Electric – Heat Pump							
	Fuel Oil	116	140	181	232	290		
	Other							
Cooking	Natural Gas	5	7	9	11	14	15	
	Bottled Gas	15	20	26	32	40	43	
	Electric	11	14	19	23	29	31	
	Other							
Other Electric		37	48	64	80	99	107	
Air Conditioning		17	21	29	35	42		
Water Heating	Natural Gas	6	8	11	14	17	18	
	Bottled Gas	19	24	32	40	50	54	
	Electric	13	17	22	28	34	37	
	Electric – Heat Pump							
	Fuel Oil	25	33	44	54	67	73	
Water		50	63	77	93	103	117	
Sewer		23	25	26	28	29	31	
Trash Collection								
Other – specify								
Range/Microwave		6	5	6	6	6	6	
Refrigerator		4	4	5	6	6	7	
<b>Actual Family Allowances</b> – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
Number of Bedrooms					Water Heating			
					Water			
					Sewer			
					Trash Collection			
Number of Bedrooms					Other			
					Range/Microwave			
					Refrigerator			
					Total			

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The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type					Date (mm/dd/yyyy)	
PENNS GROVE HOUSING AUTHORITY		ROWHOUSE/TOWNHOUSE					07/01/2024	
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	29	39	53	66	79	92	
	Bottled Gas	86	115	156	194	235	273	
	Electric	42	55	75	94	113	132	
	Electric – Heat Pump							
	Fuel Oil	115	154	209	260	315	366	
	Other							
Cooking	Natural Gas	5	7	9	11	14	15	
	Bottled Gas	15	20	26	32	40	43	
	Electric	11	14	19	23	29	31	
	Other							
Other Electric		37	48	64	80	99	107	
Air Conditioning		11	15	20	24	29	32	
Water Heating	Natural Gas	6	8	11	14	17	18	
	Bottled Gas	19	24	32	40	50	54	
	Electric	13	17	22	28	34	37	
	Electric – Heat Pump							
	Fuel Oil	25	33	44	54	67	73	
Water		50	63	77	93	103	117	
Sewer		23	25	26	28	29	31	
Trash Collection								
Other – specify								
Range/Microwave		6	5	6	6	6	6	
Refrigerator		4	4	5	6	6	7	
<b>Actual Family Allowances</b> – May be used by the family to compute allowance while searching for a unit.						Utility/Service/Appliance	Allowance	
Head of Household Name  Unit Address  Number of Bedrooms						Heating		
						Cooking		
						Other Electric		
						Air Conditioning		
						Water Heating		
						Water		
						Sewer		
						Trash Collection		
						Other		
						Range/Microwave		
						Refrigerator		
						Total		

**Utility Allowance Schedule**

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The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA		Unit Type						Date (mm/dd/yyyy)
PENNS GROVE HOUSING AUTHORITY		SEMI-DETACHED						07/01/2024
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	34	43	58	71	85	96	
	Bottled Gas	99	127	171	212	252	283	
	Electric	48	61	82	102	122	136	
	Electric – Heat Pump							
	Fuel Oil	133	171	229	284	338	379	
	Other							
Cooking	Natural Gas	5	7	9	11	14	15	
	Bottled Gas	15	20	26	32	40	43	
	Electric	11	14	19	23	29	31	
	Other							
Other Electric		37	48	64	80	99	107	
Air Conditioning		11	15	20	24	29	32	
Water Heating	Natural Gas	6	8	11	14	17	18	
	Bottled Gas	19	24	32	40	50	54	
	Electric	13	17	22	28	34	37	
	Electric – Heat Pump							
	Fuel Oil	25	33	44	54	67	73	
Water		50	63	77	93	103	117	
Sewer		23	25	26	28	29	31	
Trash Collection								
Other – specify								
Range/Microwave		6	5	6	6	6	6	
Refrigerator		4	4	5	6	6	7	
<b>Actual Family Allowances</b> – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance	Allowance		
Head of Household Name					Heating			
					Cooking			
Unit Address					Other Electric			
					Air Conditioning			
					Water Heating			
					Water			
					Sewer			
Number of Bedrooms					Trash Collection			
					Other			
					Range/Microwave			
					Refrigerator			
					Total			

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See Public Reporting and Instructions on back.

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

OMB Approval No. 2577-0169  
exp. 04/30/2026

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA PENNS GROVE HOUSING AUTHORITY		Unit Type SINGLE FAMILY DETACHED						Date (mm/dd/yyyy) 07/01/2024
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	
Heating	Natural Gas	38	52	62	78	89	103	
	Bottled Gas	114	154	184	232	263	306	
	Electric	55	74	89	112	127	147	
	Electric – Heat Pump							
	Fuel Oil	152	206	247	311	352	409	
	Other							
Cooking	Natural Gas	5	7	9	11	14	15	
	Bottled Gas	15	20	26	32	40	43	
	Electric	11	14	19	23	29	31	
	Other							
Other Electric		37	48	64	80	99	107	
Air Conditioning		20	25	34	42	50	56	
Water Heating	Natural Gas	6	8	11	14	17	18	
	Bottled Gas	19	24	32	40	50	54	
	Electric	13	17	22	28	34	37	
	Electric – Heat Pump							
	Fuel Oil	25	33	44	54	67	73	
Water		50	63	77	93	103	117	
Sewer		23	25	26	28	29	31	
Trash Collection								
Other – specify								
Range/Microwave		6	5	6	6	6	6	
Refrigerator		4	4	5	6	6	7	
<b>Actual Family Allowances</b> – May be used by the family to compute allowance while searching for a unit.							Utility/Service/Appliance	Allowance
Head of Household Name							Heating	
							Cooking	
Unit Address							Other Electric	
							Air Conditioning	
							Water Heating	
							Water	
							Sewer	
							Trash Collection	
							Other	
							Range/Microwave	
Number of Bedrooms							Refrigerator	
							Total	



## RESOLUTION: PAYMENTS STANDARDS FOR PGHA SECTION 8 PROGRAM FOR FYE 6/30/24

WHEREAS, the purpose of this Resolution is to approve the Housing Choice Voucher Program Payment Standard Schedule for Fiscal Year July 1, 2024. The U.S. Department of Housing and Urban Development (HUD) requires Housing Authorities to adopt a payment standard schedule amount for each Fair Market Rent (FMR) set by HUD for the Housing Authority's jurisdiction.

WHEREAS, the Penns Grove Housing Authority (PGHA) must establish payment standard amounts for each bedroom size for each FMR. The payment standard amounts on PGHA's schedule are used to calculate the monthly housing assistance payment for families participating in the programs administered by the Housing Choice Voucher Program for certifications and recertifications;

BE IT RESOLVED, Penns Grove Housing Authority as of July 1, 2024 is establishing their payment standards at 110% FMR for families participating in the Housing Choice Voucher Program so families could have access to more of the rental housing stock; and.

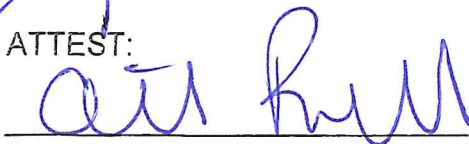
NOW THEREFORE, that the Board of Commissioners hereby adopts the attached payment standard schedule for each bedroom size as of 7/1/24 calculated by using 110% of HUD's Small Area Fair Market Rents established for our area.

BE IT FURTHER RESOLVED, that this resolution was approved at a regular Board meeting held on June 12, 2024.

PENNS GROVE HOUSING AUTHORITY

  
KAREN C. WRIGHT, CHAIRPERSON

ATTEST:

  
\_\_\_\_\_

Resolution Number: 14-24

Adopted: June 12, 2024

## FY2023 SMALL AREA FAIR MARKET RENTS (FMRs) 2024 Salem County, NJ

Salem County is part of the Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA.

### Salem County, NJ Advisory Small Area FMRs by Unit Bedrooms

ZIP Code	City	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
08069	Penns Grove	\$ 1,210.00	\$ 1,340.00	\$ 1,610.00	\$ 1,950.00	\$ 2,250.00
08070	Pennsville	\$ 1,160.00	\$ 1,290.00	\$ 1,540.00	\$ 1,860.00	\$ 2,150.00
08079	Salem	\$ 1,100.00	\$ 1,230.00	\$ 1,470.00	\$ 1,780.00	\$ 2,050.00
08098	Woodstown	\$ 1,160.00	\$ 1,290.00	\$ 1,550.00	\$ 1,870.00	\$ 2,160.00

NOTE: The highlighted area above ^ are the FMRs/Payment Standards that we currently use.

### PAYMENT STANDARDS with the 110% increase of FMR as of 7/1/24

ZIP Code	City	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
08069	Penns Grove	\$ 1,331.00	\$ 1,474.00	\$ 1,771.00	\$ 2,145.00	\$ 2,475.00
08070	Pennsville	\$ 1,276.00	\$ 1,419.00	\$ 1,694.00	\$ 2,046.00	\$ 2,365.00
08079	Salem	\$ 1,210.00	\$ 1,353.00	\$ 1,617.00	\$ 1,958.00	\$ 2,255.00
08098	Woodstown	\$ 1,276.00	\$ 1,419.00	\$ 1,705.00	\$ 2,057.00	\$ 2,376.00

NOTE: Each Zip Code listed above is where we currently have tenants leased up.



# FY 2024 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The FY 2024 Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA Small Area FMRs

The following are the steps used to calculate the 2-bedroom rent of \$1,610 for ZIP Code 08069.

1. Evaluate the current 5-year ACS Adjusted Standard Quality (ASQ) 40<sup>th</sup> percentile 2-bedroom gross rent. If the estimate has a margin of error ratio of less than 50% and at least one hundred survey cases, use this as the ZCTA base rent for the SAFMR for the current year.
2. If the 2-Bedroom rent is not reliable, evaluate the 1-Bedroom gross rent. If this estimate is reliable, convert it to a 2-bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area.
3. If the 2 and 1-Bedroom rents are not reliable, evaluate the 3-Bedroom gross rent. If this estimate is reliable, convert it to a 2-bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area.
4. Repeat the above three steps for the previous two ACS years. If a ZIP code has reliable 2-Bedroom equivalent rents in at least two or the three ACS years, update the non-current year ACS estimates for inflation, and take the average of the reliable estimates as the base rent for FY2024.
5. Calculate a FY2024 Small Area Fair Market Rent by multiplying this base rent by the recent mover factor, the gross rent inflation update factor, and the forecasted trend factor.
6. If the ZIP code does not have a reliable base rent, evaluate the quality of its 5-year ACS Adjusted Standard Quality (ASQ) median all bedroom gross rent for the previous three ACS years. If at least two of these three estimates are reliable, calculate ratios of the ZIP code median gross rent estimate to that of the ZIP code's parent HUD metropolitan area. Take the average of these ratios. If the ZIP code does not have reliable ZIP code median gross rents, examine the reliability of the ZIP code's parent county. If at least two of these three estimates are reliable, calculate ratios of the county median gross rent estimate to that of the county's parent HUD metropolitan area. If county level estimates are not reliable, set the ratio to 1.
7. If necessary apply the ZIP code rent ratio to the FY2024 2-Bedroom Fair Market Rent for the ZIP code's parent HUD metropolitan area.
8. Ensure that the 2-Bedroom SAFMR does not exceed 150% of the parent HUD metropolitan FMR.
9. Ensure the the 2-Bedroom SAFMR is not lower than the ZIP code's parent state minimum FMR.
10. Calculate SAFMRs for other bedroom sizes using the bedroom ratios for the ZIP code's parent metropolitan area.
11. Ensure that the SAFMRs do not fall below the appropriate 90% floor.

### The FY 2024 Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA Small Area FMRs for All Bedroom Sizes in ZIP Code 08069

FY2024 SAFMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$1,210	\$1,340	\$1,610	\$1,950	\$2,250

The remainder of this page provides complete documentation of the development of the Final FY 2024 2 Bedroom Small Area Fair Market Rent (FMR) for 08069 within the Philadelphia-Camden-Wilmington, PA-NJ-



# FY 2024 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The FY 2024 Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA Small Area FMRs

The following are the steps used to calculate the 2-bedroom rent of \$1,540 for ZIP Code 08070.

1. Evaluate the current 5-year ACS Adjusted Standard Quality (ASQ) 40<sup>th</sup> percentile 2-bedroom gross rent. If the estimate has a margin of error ratio of less than 50% and at least one hundred survey cases, use this as the ZCTA base rent for the SAFMR for the current year.
2. If the 2-Bedroom rent is not reliable, evaluate the 1-Bedroom gross rent. If this estimate is reliable, convert it to a 2-bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area.
3. If the 2 and 1-Bedroom rents are not reliable, evaluate the 3-Bedroom gross rent. If this estimate is reliable, convert it to a 2-bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area.
4. Repeat the above three steps for the previous two ACS years. If a ZIP code has reliable 2-Bedroom equivalent rents in at least two or the three ACS years, update the non-current year ACS estimates for inflation, and take the average of the reliable estimates as the base rent for FY2024.
5. Calculate a FY2024 Small Area Fair Market Rent by multiplying this base rent by the recent mover factor, the gross rent inflation update factor, and the forecasted trend factor.
6. If the ZIP code does not have a reliable base rent, evaluate the quality of its 5-year ACS Adjusted Standard Quality (ASQ) median all bedroom gross rent for the previous three ACS years. If at least two of these three estimates are reliable, calculate ratios of the ZIP code median gross rent estimate to that of the ZIP code's parent HUD metropolitan area. Take the average of these ratios. If the ZIP code does not have reliable ZIP code median gross rents, examine the reliability of the ZIP code's parent county. If at least two of these three estimates are reliable, calculate ratios of the county median gross rent estimate to that of the county's parent HUD metropolitan area. If county level estimates are not reliable, set the ratio to 1.
7. If necessary apply the ZIP code rent ratio to the FY2024 2-Bedroom Fair Market Rent for the ZIP code's parent HUD metropolitan area.
8. Ensure that the 2-Bedroom SAFMR does not exceed 150% of the parent HUD metropolitan FMR.
9. Ensure the the 2-Bedroom SAFMR is not lower than the ZIP code's parent state minimum FMR.
10. Calculate SAFMRs for other bedroom sizes using the bedroom ratios for the ZIP code's parent metropolitan area.
11. Ensure that the SAFMRs do not fall below the appropriate 90% floor.

### The FY 2024 Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA Small Area FMRs for All Bedroom Sizes in ZIP Code 08070

FY2024 SAFMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$1,160	\$1,290	\$1,540	\$1,860	\$2,150

The remainder of this page provides complete documentation of the development of the Final FY 2024 2 Bedroom Small Area Fair Market Rent (FMR) for 08070 within the Philadelphia-Camden-Wilmington, PA-NJ-





# FY 2024 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The FY 2024 Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA Small Area FMRs

The following are the steps used to calculate the 2-bedroom rent of \$1,470 for ZIP Code 08079.

1. Evaluate the current 5-year ACS Adjusted Standard Quality (ASQ) 40<sup>th</sup> percentile 2-bedroom gross rent. If the estimate has a margin of error ratio of less than 50% and at least one hundred survey cases, use this as the ZCTA base rent for the SAFMR for the current year.
2. If the 2-Bedroom rent is not reliable, evaluate the 1-Bedroom gross rent. If this estimate is reliable, convert it to a 2-bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area.
3. If the 2 and 1-Bedroom rents are not reliable, evaluate the 3-Bedroom gross rent. If this estimate is reliable, convert it to a 2-bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area.
4. Repeat the above three steps for the previous two ACS years. If a ZIP code has reliable 2-Bedroom equivalent rents in at least two or the three ACS years, update the non-current year ACS estimates for inflation, and take the average of the reliable estimates as the base rent for FY2024.
5. Calculate a FY2024 Small Area Fair Market Rent by multiplying this base rent by the recent mover factor, the gross rent inflation update factor, and the forecasted trend factor.
6. If the ZIP code does not have a reliable base rent, evaluate the quality of its 5-year ACS Adjusted Standard Quality (ASQ) median all bedroom gross rent for the previous three ACS years. If at least two of these three estimates are reliable, calculate ratios of the ZIP code median gross rent estimate to that of the ZIP code's parent HUD metropolitan area. Take the average of these ratios. If the ZIP code does not have reliable ZIP code median gross rents, examine the reliability of the ZIP code's parent county. If at least two of these three estimates are reliable, calculate ratios of the county median gross rent estimate to that of the county's parent HUD metropolitan area. If county level estimates are not reliable, set the ratio to 1.
7. If necessary apply the ZIP code rent ratio to the FY2024 2-Bedroom Fair Market Rent for the ZIP code's parent HUD metropolitan area.
8. Ensure that the 2-Bedroom SAFMR does not exceed 150% of the parent HUD metropolitan FMR.
9. Ensure the the 2-Bedroom SAFMR is not lower than the ZIP code's parent state minimum FMR.
10. Calculate SAFMRs for other bedroom sizes using the bedroom ratios for the ZIP code's parent metropolitan area.
11. Ensure that the SAFMRs do not fall below the appropriate 90% floor.

### The FY 2024 Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA Small Area FMRs for All Bedroom Sizes in ZIP Code 08079

FY2024 SAFMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$1,100	\$1,230	\$1,470	\$1,780	\$2,050

The remainder of this page provides complete documentation of the development of the Final FY 2024 2 Bedroom Small Area Fair Market Rent (FMR) for 08079 within the Philadelphia-Camden-Wilmington, PA-NJ-



# FY 2024 FAIR MARKET RENT DOCUMENTATION SYSTEM

## The FY 2024 Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA Small Area FMRs

The following are the steps used to calculate the 2-bedroom rent of \$1,550 for ZIP Code 08098.

1. Evaluate the current 5-year ACS Adjusted Standard Quality (ASQ) 40<sup>th</sup> percentile 2-bedroom gross rent. If the estimate has a margin of error ratio of less than 50% and at least one hundred survey cases, use this as the ZCTA base rent for the SAFMR for the current year.
2. If the 2-Bedroom rent is not reliable, evaluate the 1-Bedroom gross rent. If this estimate is reliable, convert it to a 2-bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area.
3. If the 2 and 1-Bedroom rents are not reliable, evaluate the 3-Bedroom gross rent. If this estimate is reliable, convert it to a 2-bedroom rent using the appropriate bedroom ratio of the parent HUD metropolitan area.
4. Repeat the above three steps for the previous two ACS years. If a ZIP code has reliable 2-Bedroom equivalent rents in at least two or the three ACS years, update the non-current year ACS estimates for inflation, and take the average of the reliable estimates as the base rent for FY2024.
5. Calculate a FY2024 Small Area Fair Market Rent by multiplying this base rent by the recent mover factor, the gross rent inflation update factor, and the forecasted trend factor.
6. If the ZIP code does not have a reliable base rent, evaluate the quality of its 5-year ACS Adjusted Standard Quality (ASQ) median all bedroom gross rent for the previous three ACS years. If at least two of these three estimates are reliable, calculate ratios of the ZIP code median gross rent estimate to that of the ZIP code's parent HUD metropolitan area. Take the average of these ratios. If the ZIP code does not have reliable ZIP code median gross rents, examine the reliability of the ZIP code's parent county. If at least two of these three estimates are reliable, calculate ratios of the county median gross rent estimate to that of the county's parent HUD metropolitan area. If county level estimates are not reliable, set the ratio to 1.
7. If necessary apply the ZIP code rent ratio to the FY2024 2-Bedroom Fair Market Rent for the ZIP code's parent HUD metropolitan area.
8. Ensure that the 2-Bedroom SAFMR does not exceed 150% of the parent HUD metropolitan FMR.
9. Ensure the the 2-Bedroom SAFMR is not lower than the ZIP code's parent state minimum FMR.
10. Calculate SAFMRs for other bedroom sizes using the bedroom ratios for the ZIP code's parent metropolitan area.
11. Ensure that the SAFMRs do not fall below the appropriate 90% floor.

### The FY 2024 Philadelphia-Camden-Wilmington, PA-NJ-DE-MD MSA Small Area FMRs for All Bedroom Sizes in ZIP Code 08098

FY2024 SAFMRs By Unit Bedrooms				
Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
\$1,160	\$1,290	\$1,550	\$1,870	\$2,160

The remainder of this page provides complete documentation of the development of the Final FY 2024 2 Bedroom Small Area Fair Market Rent (FMR) for 08098 within the Philadelphia-Camden-Wilmington, PA-NJ-



## PENNS GROVE HOUSING AUTHORITY

### RESOLUTION 15-2024

#### APPROVING RFPs FOR FEE ACCOUNTANT 2024-2025, AUDITOR FYE 6/30/24, LEGAL SERVICES SOLICITOR 2024-2025, ELEVATOR SERVICES 2024-2026, AND JANITORIAL SERVICES 2024-2026

WHEREAS, the Penns Grove Housing Authority has advertised and prepared RFP's for various services that are necessary for the operation of the PGHA.


WHEREAS, the Housing Authority has obtained and carefully reviewed all bid documents.

THEREFORE, BE IT RESOLVED that the Penns Grove Housing Authority is approving the following bids which are the lowest qualified bidders as follows:

1. FEE ACCOUNTANT 2024-2025 awarded to Giampaolo & Associates
2. AUDITOR FYE 6/30/24 awarded to Francis J. McConnell CPA
3. LEGAL SERVICES – SOLICITOR 2024-2025 awarded to Malamut & Associates
4. ELEVATOR SERVICES 2024-2026 awarded to Ace Elevator
5. JANITORIAL SERVICES 2024-2026 awarded to Solutions Janitorial

BE IT FURTHER RESOLVED, that this Resolution shall take effect as of today June 12, 2024.

PENNS GROVE HOUSING AUTHORITY

  
KAREN WRIGHT, CHAIRPERSON

Attest:



Resolution No. 15-2024  
Adopted: June 12, 2024