



## *Housing Authority of the City of Perth Amboy*

881 AMBOY AVENUE, P.O. BOX 390, PERTH AMBOY, NJ 08862

TELEPHONE: (732) 826-3110

FAX: (732) 826-3111

Date: March 19, 2020

To: Housing Authority Residents

From: Douglas G. Dzema, P.H.M.  
Executive Director

Re: COVID-19 Update

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The Housing Authority will continue to monitor updated guidance regarding the potential virus spread (COVID-19).

- All housing authority events scheduled through April 2020 are cancelled. This includes the April 14th board meeting. Additionally, community rooms will remain closed to the tenants.
- No appointments will be scheduled, or walk-ins to the office, permitted until further notice. Please feel free to phone or email staff.
- All routine work orders are suspended until further notice. The Housing Authority maintenance staff has been instructed to complete emergency work orders only. Please do not contact the office or after hour's phone service for maintenance unless you are experiencing a true emergency. Examples of emergencies are blocked or overflowing sinks or tubs, gas smell, non-operating Smoke/Carbon detectors. Also, you must provide a phone number to the after hour's service so maintenance can call you before going to your unit. If you do not provide a phone number maintenance will be unable to assist you.
- Residents can continue to drop off rent and documents to the office. Mail Slots were installed at the administrative offices for this purpose. If you experience a reduction in income please make sure to submit documentation as soon as possible so an interim recertification can be processed.
- If you are instructed to self-quarantine please notify the office immediately. This information will be kept confidential but is vital for us to protect staff and other residents.
- Please visit our website at [www.perthamboyha.org](http://www.perthamboyha.org) to obtain future updates.
- NJ Coronavirus and Poison Center Hotline 1-800-222-1222.



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TELEPHONE: (732) 826-3110

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Date: March 19, 2020

To: Section 8 Participants and Landlords

From: Douglas G. Dzema, P.H.M.  
Executive Director

Re: COVID-19 Update

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The Housing Authority will continue to monitor updated guidance regarding the potential virus spread (COVID-19).

- All housing authority events scheduled through April 2020 are cancelled. This includes the April 14th board meeting.
- No appointments will be scheduled, or walk-ins to the office, permitted until further notice. Please feel free to phone or email staff.
- Residents can mail, email or drop off documents to the office. Mail Slots were installed at the administrative offices for this purpose. If you experience a reduction in income please make sure to submit documentation as soon as possible so an interim recertification can be processed.
- Biennial HQS inspections and re-inspections are suspended until further notice. If a unit previously failed its biennial HQS inspection, the Authority will accept the following alternative documentation in lieu of a re-inspection to pass the unit and continue HAP payments:
  - Owner and tenant certification that repairs are complete
  - Photo documentation of the repair
  - Receipts from vendors for material or labor
  - The inspector may require one or more of the above depending on the severity of the deficiency
- Initial inspections for changes of units and applicants coming on the program will continue.
- HAP payments will continue to be processed without interruption.
- Please visit our website at [www.perthamboyha.org](http://www.perthamboyha.org) to obtain future updates.
- NJ Coronavirus and Poison Center Hotline 1-800-222-1222.