

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

PHA Plans

5 Year Plan for Fiscal Years 2001 - 2005
Annual Plan for Fiscal Year 2001

Housing Authority of the Borough of Highland Park

Highland Park, New Jersey

PHA Plan

Agency Identification

PHA Name: Housing Authority of the Borough of Highland Park

PHA Number: NJ 044

PHA Fiscal Year Beginning: April, 2001

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)

HOUSING AUTHORITY OF THE BOROUGH OF HIGHLAND PARK

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (selection of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is:

The mission of the Highland Park Housing Authority is to efficiently utilize funding in order to provide safe, decent, sanitary, affordable housing for all residents in need. The Housing Authority will continue to strive to be an asset to the community and to seek to ensure the social well being of all of its residents.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF 5 YEARS. (Quantifiable measures would include, for example, such as: numbers of families served or PHAS scores achieved.) PHAs should identify

~~PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF 5 YEARS. (Quantifiable measures would include, for example, such as: numbers of families served or PHAS scores achieved.) PHAs should identify~~

Objectives:

- Apply for additional rental vouchers: **As needed**
- Reduce public housing vacancies: **Maintain at 0%.**
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (**PHAS Advisory 92.1**)
a). Maintain our current *high performer* status
- Improve voucher management: (SEMAP score) **achieve and maintain a *high performer* rating under the SEMAP.**
- Increase customer satisfaction: **achieve and maintain a passing score on the**

PHAS Resident Survey indicator.

- Concentrate on efforts to improve specific management functions:
 - \$ conduct through agency-wide needs, assessment;
 - \$ conduct energy audit;
 - \$ explore resident management opportunities;
 - \$ expand and renovate current office facility;
 - \$ conduct a fixed asset appraisal.

Renovate or modernize public housing units: **continue to improve the quality of our housing through the Capital Fund Modernization Program (see Component 7).**

- Demolish or dispose of obsolete public housing;
- Provide replacement public housing;
- Provide replacement vouchers;

- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling: **to 100% of participants in need of same**
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

Housing Authority of the Borough of Highland Park

HUD Strategic Goal: Improve community quality of life and economic vitality

PHA Goal: Provide an improved living environment

Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements: **100% as needed**
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

PHA Goal: To provide increased resident services and attract supportive services for the elderly.

Objectives:

- \$ Improve social services to elderly and family residents: apply for HUD-funded Special Services Coordinator
- \$ Increased security for both elderly and family residents: apply for PHDEP or other funding to attain funds for Security Personnel.

PHA Goal: To provide improved quality of our PH resident-s living environment.

Objectives:

- \$ Perform physical needs assessment/energy audit by 6/30/2001 keeping in mind Section 504 Compliance and utilize Capital Funds to upgrade all emergency equipment for common areas and units (i.e., fire alarm, visual fire/smoke detectors, carbon monoxide detectors, generator and consider installing a PA. system that will also play music).
- \$ Work with local law enforcement officers to create and mark a clear ADrug Free@ zone at our developments.
- \$ Adopt a policy and institute a practice to increase unit choices among our disabled residents.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

PHA Goal: Promote self-sufficiency and asset development of assisted
Objectives:

- Increase the number and percentage of employed persons in assisted families:

ho

- _____ Provide or attract supportive services to improve assistance recipients= employability:
- X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- _____ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: **Maintain at 100% accessibility.**
 - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - _____ Other: (list below)

Other PHA Goals and Objectives: (list below)

PHA Goal: To improve management functions, internal communications, and opportunities for needed leadership and staff training.

Objectives:

- \$ Improve internal opportunities for better staff cooperation and coordination of purpose: schedule staff time to better accommodate residents as well as staff.
- \$ Have Section 8 Housing Inspector offer business cards of office staff who can assist tenants in landlord/tenant issues or an issue with an Inspector.
- \$ Continue to have management perform 5% of Section 8 inspections along with the Housing Inspector.
- \$ Revise Personnel Policy.
- \$ Facilitate more efficient use of office resources: prepare alternative designs for office space by 12/31/00.

\$ Provide staff training: budget and husband resources so that staff receive needed training at least once per year for each employee.

\$ Ensure that commissioners complete State-mandated training; send Commissioners to all state mandated training, offer them the chance to attend at least one conference per year if budgets allow and they want to go.

PHA Goal: Maintain cooperative relations with local, State and federal government entities and with the community-at-large.

Objectives:

\$ Assist the County in fulfilling the objectives of its Consolidated Plan especially as related to Housing.

\$ Apply for use of CDBG funds on the county level to better serve our residents.

**Annual PHA Plan
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

High Performing PHA

Small Agency (<250 Public Housing Units)

Administering Section 8 Only

\$ The Highland Park Housing Authority, with only 124 public housing units and 145 Section 8 voucher/certificates, qualifies for submission of the ASmall PHA Plan Update® and shall complete same by utilizing the current PHA Plan template, pursuant to Notice PIH 2000-43. Note also that the Authority's most recent PHAS Score (Advisory) was 92.1.

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

See Attachment A

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a SEPARATE file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

- A Executive Summary
- B Summary of Policy and Program Changes
- C FY 2001 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- E Comments of Resident Advisory Board and Response of Housing Authority (must be attached if not including in PHA Plan text)
- F Membership of the Resident Advisory Board
- G Resident Membership on the PHA Governing Board
- H Consistency with Consolidated Plan
- I PHA Criteria for Amendments to Plan

Optional Attachments:

- PHA Management Organizational Chart
- D FY 2001 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- J Admissions Policy for Deconcentration
- A-1 Five Year Plan: Progress Statement
- K Safety Plan
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the Applicable & On Display column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions= initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <u> X </u> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <u> </u> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies	Annual Plan: Rent Determination

Applicable & On Display	Supporting Document	Applicable Plan Component
	<u>X</u> check here if included in Section 8 Administrative Plan	
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures — check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <u>X</u> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program — check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

Applicable & On Display	Supporting Document	Applicable Plan Component
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the Overall Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being no impact and 5 being a severe impact.

NOTE: Although the Authority is submitting the Small PHA Plan Update, Housing Needs figures have been updated.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	473	5	4	3	2	5	3
Income >30% but <=50% of AMI	542	4	4	3	2	4	3
Income >50% but <80% of AMI	361	3	3	2	2	4	2
Elderly	567	5	5	4	5	1	3

Family Type	Overall	Affordability	Supply	Quality	Accessibility	2.Size	Location
Families with Disabilities (supportive housing needed)	9,551*	5	5	5	5	4	3
White	2641	4	4	3	2	3	2
Black (Non-Hispanic)	192	5	5	3	3	3	2
Hispanic	234	5	5	3	3	4	2
Other	181	4	4	3	2	3	2

* Figure for families with disabilities is derived from county-wide data; all other figures reflect data for Highland Park Borough.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s
Indicate year: **1990**
- U.S. Census data: the Comprehensive Housing Affordability Strategy (ACHAS®) dataset
- American Housing Survey data
Indicate year: _____
- Other housing market study
Indicate year: _____
- Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA. PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Note: Exempt from Small PHA Plan Update; accordingly, waiting list information unmodified from FY 2000 Agency Plan.

Housing Needs of Families on the Waiting List

Housing Needs of Families on the Waiting List	
Waiting list type: (select one)	
<input type="checkbox"/> Section 8 tenant-based assistance	
<input checked="" type="checkbox"/> Public Housing - Seniors (100 units)	
<input type="checkbox"/> Combined Section 8 and Public Housing	
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)	
If used, identify which development/subjurisdiction:	

	# of families	% of total families	Annual Turnover
Waiting list total	242		Ten percent (10%)
Extremely low income <=30% AMI	174	72%	
Very low income (>30% but <=50% AMI)	50	21%	
Low income (>50% but <80% AMI)	8	3%	
Insufficient Data	10	4%	
Families with children	0	0%	
Elderly families	242	100%	
Families with Disabilities	50	21%	
Black	9	4%	
Asian	5	2%	
Other	5	2%	
Unlisted	223	92%	

Characteristics by Bedroom Size			
0BR - efficiency	6	2%	
1 BR	229	95%	
2 BR	7	3%	

3 BR			
4BR			
5 BR			
5+BR			

Is the waiting list closed? **No**

If yes:

How long has it been closed (# of months)? **N/A**

Does the PHA expect to reopen the list in the PHA Plan year? **No** Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? **No** Yes

Housing Needs of Families on the Waiting List
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <input checked="" type="checkbox"/> Public Housing - Families (24 units) <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction

	# of families	% of total families	Annual Turnover
Waiting list total	109		Nine percent (9%)
Extremely low income <=30% AMI	68	62%	
Very low income (>30% but <=50% AMI)	2	1%	
Low income (>50% but <80% AMI)	9	8%	
Insufficient Data	30	27%	
Families with children	81	74%	
Elderly families	0	0%	
Families with Disabilities	27	25%	

Black	29	27%	
Asian	2	2%	
Other	45	41%	
Unlisted	6	6%	
Characteristics by Bedroom Size			
1BR	40	37%	
2 BR	39	36%	
3 BR	30	27%	
4 BR			
5BR			
5+BR			

Is the waiting list closed? **No**
If yes:
How long has it been closed (# of months)? **N/A**
Does the PHA expect to reopen the list in the PHA Plan year? **No** **Yes**
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? **No**

Housing Needs of Families on the Waiting List

Waiting list type: (select one)
 Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	224		Nine percent (9%)
Extremely low income <=30% AMI	183	82%	
Very low income (>30% but <=50% AMI)	25	11%	
Low income	1	0%	

(>50% but <80% AMI)			
Insufficient Data	15	7%	
Families with children			
Elderly families			
Families with Disabilities	49	22%	
White	94	42%	
Black	67	30	
Hispanic	23	10%	
Asian/Indian	8	4%	
Insufficient Data	32	14%	

Is the waiting list closed? **Yes**

If yes:

How long has it been closed (# of months)? **36 Months**

Does the PHA expect to reopen the list in the PHA Plan year? **No**

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? **No**

C. Strategy for Addressing Needs

Provide a brief 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~~ and the Agency's reasons for choosing this strategy. **NOTE: Exempt from Small PHA Plan Update, accordingly, information unmodified from FY2000 Agency Plan.**

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8

replacement housing resources

- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work

_____ Other: (list below)

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- _____ Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- _____ Other: (list below)

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- _____ Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504
- Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- _____ Affirmatively market to local non-profit agencies that assist families with disabilities
- _____ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- _____ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- _____ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- _____ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- _____ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

3. Statement of Financial Resources

[24 CFR Part 903.79 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, include the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing

***NOTE: Exempt from Small PHA Plan update; accordingly, information unmodified from FY2000 Agency Plan.**

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	\$1,149,998	
a) Public Housing Operating Fund	74390	
b) Public Housing Capital Fund	163060	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for	911998	

Sources	Planned \$	Planned Uses
Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	177239	PH Capital Improvements
CIAP	177239	Capital Improvements
3. Public Housing Dwelling Rental Income	442085	PH Operations
4. Other income (list below)	21810	
Excess Utilities	8420	PH Operations
Interest Incomes	8890	Other
Other Income	4500	PH Operations
5. Non-federal sources (list below)		
6. Reserves	551338	Other
(Combined PH & S8)		
Total resources	2342460	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.79 (c)]

*** NOTE: The Authority has adopted a new Admissions & Occupancy Policy as well as a new Section 8 Administrative Plan. Accordingly, although the Authority is submitting a Small PHA Plan Update, Section 3 has been modified from the FY2000 Agency Plan in order to reflect the new policy changes.**

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2) Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously?
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting:

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

a. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If **No** is selected, skip to subsection **(5) Occupancy**)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability
- Veterans and veterans= families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a **A1@** in the space that represents your first priority, a **A2@** in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use **A1@** more than once, **A2@** more than once, etc.

Date and Time

Former Federal preferences:

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- 4 High rent burden

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- 5 Veterans and veterans= families
- 2 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 6 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income

targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

- Employing waiting list skipping to achieve deconcentration of poverty or income mixing goals at targeted developments
- If selected, list targeted developments below:

Park Terrace Apartments and S.J. Kronman Apartments

___ Employing new admission preferences at targeted developments
If selected, list targeted developments below:

___ Other (list policies and developments targeted below)

d. ___ Yes X No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- ___ Additional affirmative marketing
- ___ Actions to improve the marketability of certain developments
- ___ Adoption or adjustment of ceiling rents for certain developments
- ___ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ___ Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- ___ Not applicable: results of analysis did not indicate a need for such efforts
- X List (any applicable) developments below:

Park Terrace Apartments and S.J. Kronman Apartments

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- X Not applicable: results of analysis did not indicate a need for such efforts
- ___ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

a. What is the extent of screening conducted by the PHA? (select all that apply)

- X Criminal or drug-related activity only to the extent required by law or regulation
- ___ Criminal and drug-related activity, more extensively than required by law or

- regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
 - Criminal or drug-related activity
 - Other (describe below)

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
 - None
 - Federal public housing
 - Federal moderate rehabilitation
 - Federal project-based certificate program
 - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
 - PHA main administrative office
 - Other (list below)

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

Extensions: A family may request an extension of the Certificate/Voucher time period. All

requests for exceptions must be received prior to the expiration date of the Certificate/Voucher. Extensions are permissible at the discretion of the Authority up to a maximum of 120 days, primarily for these reasons:

* Extenuating circumstances such as hospitalization of a family member for an extended period of time which has affected the family's ability to find a unit within the initial sixty-day period. Verification is required.

* The Authority is satisfied that the family has made reasonable efforts to locate a unit including seeking the assistance of the authority, throughout the initial sixty-day period. A completed search record is required.

* The family was prevented from finding a unit due to disability accessibility requirements. The Search Record is part of the required verification.

The Authority grants extensions in one or more increments. Unless approved by the Executive Director, no more than two extensions of thirty days or less will be granted. The Authority will not request HUD approval to extend Certificate or Voucher beyond an additional sixty days.

(4) Admissions Preferences

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans= families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a **A1@** in the space that represents your first priority, a **A2@** in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use **A1@** more than once, **A2@** more than once, etc.

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- 4 High rent burden

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- 5 Veterans and veterans= families
- 2 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- 6 Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for residents who live and/or work in the jurisdiction@ (select one)

- This preference has previously been reviewed and approved by HUD
 The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
 Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs N/A

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
 Briefing sessions and written materials
 Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
 Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79 (d)]

***NOTE: The Authority has adopted a new Admissions & Occupancy Policy as well as a new Section 8 Administrative Plan. Accordingly, although the Authority is submitting a Small PHA Plan Update, Section 4 has been modified from the FY2000 Agency Plan in order to reflect the new policy changes.**

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component

(A) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0
 \$1-\$25
 \$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

_____ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

- _____ For household heads
- _____ For other family members
- _____ For transportation expenses
- _____ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- _____ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income)
(select one)

- _____ Yes for all developments
- _____ Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- _____ For all developments
- _____ For all general occupancy developments (not elderly or disabled or elderly only)
- _____ For specified general occupancy developments
- _____ For certain parts of developments; e.g., the high-rise portion
- _____ For certain size units; e.g., larger bedroom sizes
- _____ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- _____ Market comparability study
- _____ Fair market rents (FMR)
- _____ 95th percentile rents
- _____ 75 percent of operating costs
- _____ 100 percent of operating costs for general occupancy (family) developments
- _____ Operating costs plus debt service
- _____ The Rental value@ of the unit

_____ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

_____ Never

_____ At family option

_____ Any time the family experiences an income increase

_____ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

X Other (list below)

Income decreases are reportable at any time; income increases are reportable at annual re-examination for other than those tenants on flat rents who must report increases every three years at re-examination.

g. _____ Yes X No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

_____ The section 8 rent reasonableness study of comparable housing

X Survey of rents listed in local newspaper

X Survey of similar unassisted units in the neighborhood

_____ Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25

X \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management Exempt from Small PHA Plan Update

[24 CFR Part 903.79 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Select one PHA's management structure and organization.

 An organization chart showing the PHA's management structure and organization is attached.

 A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

 . List Federal programs administered by the PHA, number of families served at the beginning of the reporting fiscal year, and expected turnover in each. (Use N/A to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing		
Section 8 Vouchers		
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8(2) Section 8 Management: (list below)

6. PHA Grievance Procedures Exempt from Small PHA Plan Update.

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
 - Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template OR, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:
 The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at **Attachment C**.

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5-Year Action Plan table provided in the table library at the end of the PHA Plan template OR by completing and attaching a properly updated HUD-52834.

a. Yes. No. Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at **Attachment D**

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

___ Yes X No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

- ___ Revitalization Plan under development
- ___ Revitalization Plan submitted, pending approval
- ___ Revitalization Plan approved
- ___ Activities pursuant to an approved Revitalization Plan underway

___ Yes X No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name/s below:

___ Yes X No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?
If yes, list developments or activities below:

___ Yes X No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.79 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ___ Yes X No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If ANo®, skip to component 9; if Ayes®, complete one activity description for each development.)

2. Activity Description

Yes No: **Has the PHA provided the activities description information in the optional Public Housing Asset Management Table?** (If Ayes@, skip to component 9. If ANo@, complete the Activity Description table below.)

Demolition/Disposition Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Activity type:	<input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one)	<input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission:	(DD/MM/YY)
5. Number of units affected:	Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If ANo@, skip to component 10. If Ayes@, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing

streamlined submissions may skip to component 10.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If **Yes**, skip to component 10. If **No**, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: <input type="checkbox"/> Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities
3. Application status (select one) <input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
1. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If **No**, skip to component 11; if **Yes**, complete one activity description for each

identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

___ Yes ___ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If **Yes**, skip to component 11. If **No**, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. ___ Yes ___ No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If **ANo@**, skip to component 11B; if **Ayes@**, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If **Ayes@**, skip to component 12. If **ANo@**, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	
<input type="checkbox"/>	Approved; included in the PHA's Homeownership Plan/Program

<input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If **No**, skip to component 12; if **Yes**, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria? If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

Exempt from Small PHA Plan Update.

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component C.

A. PHA Coordination With the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
 - Informing residents of new policy on admission and reexamination
 - Actively notifying residents of new policy at times in addition to admission and reexamination.
 - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
 - Establishing a protocol for exchange of information with all appropriate TANF agencies
 - Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
13. PHA Safety and Crime Prevention Measures
Exempt: Authority is not submitting a PHDEP Plan at this juncture.

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 for PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

- A. Need for measures to ensure the safety of public housing residents**
1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
 - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
 - Residents fearful for their safety and/or the safety of their children
 - Observed lower-level crime, vandalism and/or graffiti
 - People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
 - Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed in and around public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan

- ___ Police provide crime data to housing authority staff for analysis and action
- ___ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ___ Police regularly testify in and otherwise support eviction cases
- ___ Police regularly meet with the PHA management and residents
- ___ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ___ Other activities (list below)

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

___ Yes ___ **X** No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

___ Yes ___ **X** No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

___ Yes ___ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY
 *Exempt from Small PHA Plan Update, however, the Highland Park Housing Authority has adopted a comprehensive Pet Policy which is available for review at the Authority's Main Office.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

* Exempt from Small PHA Plan Update

1. ___ Yes ___ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ___ Yes ___ No: Was the most recent fiscal audit submitted to HUD?
3. ___ Yes ___ No: Were there any findings as the result of that audit?
4. ___ Yes ___ No: If there were any findings, do any remain unresolved?

- If yes, how many unresolved findings remain? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

Exempt from Small PHA Plan Update.

[24 CFR Part 903.79 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at **Attachment E**
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)
- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below: **See Attachment E**
- Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
See Attachment G
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)
N/A
3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)
- b. Eligible candidates: (select one)
- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)
- c. Eligible voters: (select all that apply)
- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary)

1. Consolidated Plan jurisdiction: **Middlesex County, New Jersey (Urban County)**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

See Attachment H

_____ Other: (list below)

4. T 4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

See Attachment H

D. Other Information Required by HUD

Attachment A

HIGHLAND PARK HOUSING AUTHORITY AGENCY PLAN -EXECUTIVE SUMMARY-

The Highland Park Housing Authority has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 under the ensuing HUD requirements.

The plans, statements, and policies set forth and or referenced in this Agency Plan all lead toward the accomplishment of the Authority's goals and objectives as outlined under Section B of the 5-Year Plan. The highlights of the major initiatives of the Authority's Agency Plan are as follows:

1. The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 program;

2. The Authority has received 16 additional rental vouchers and will utilize same in order to provide assistance to more participants.
3. The Authority seeks to maintain public housing vacancies at zero percent.
4. The Authority seeks to renovate/modernize public housing sites as needed.

Attachment A-1

Five-Year Plan: Progress Statement

The Highland Park Housing Authority has made the following progress in meeting its stated mission and goals as expressed in the previously submitted Agency Plan for FY 2000:

- * The Authority has engaged in efforts to attract more Landlords to participate in the Section 8 Program.
- * The Authority has utilized ROSS grant monies to form a partnership with Easter Seals of New Jersey in an effort to provide on-site healthcare and recreational activities to the senior residents at S.J. Kronman Apartments.
- * The Authority has applied for and received approval for 16 additional Section 8 rental vouchers.
- * The Authority has received HUD approval to contract a Technical Assistant in order to ascertain the viability of the PHDEP at the Authority.
- * The Authority has maintained its 0% vacancy rate.
- * The Authority has initiated a program with Welsh Farms through which certain basic food products (i.e. dairy, bread, cold cuts, etc.) are delivered to public housing residents.

Attachment B

SUMMARY OF POLICY AND PROGRAM CHANGES

The Highland Park Housing Authority has made the following changes to the policies and programs referenced in its FY 2000 Agency Plan:

- \$ The Authority has adopted a new Admissions and Occupancy Policy which reflects all recent HUD amendments.
- \$ The Authority has adopted a new Section 8 Administrative Plan which reflects all recent HUD amendments.

Accordingly, Sections 3 and 4 of this Agency Plan have been modified to reflect the new policy changes.

Attachment C

PHA PLAN
Table Library
Component 7

Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary
FY2001

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	18,000
5	1411 Audit	9,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	14,000
8	1440 Site Acquisition	
9	1450 Site Improvement	10,000
10	1460 Dwelling Structures	117,000
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	168,000
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	15,000

Annual Statement

Table Library

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
PHA Wide	* Administrative (Capital Fund Coordinator)	1410	\$ 18,000
	* Architect/Engineer Fees	1430	8,000
	* Energy Audit/Needs Assessment	1411	9,000
	* Needs Assessment	1430	6,000
NJ 44-1	* Repair Sidewalks, Curbs & Steps	1450	5,000
NJ 42-2	* Elevator Upgrades	1460	47,000
	* Repair Sidewalks, Curbs & Steps	1450	5,000
	* Upgrade Fire Alarm System	1460	70,000
		TOTAL	\$168,000

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
PHA Wide	6/30/2001	6/30/2002
NJ 44-1	6/30/2001	6/30/2002
NJ 44-2	6/30/2001	6/30/2002

Attachment D

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
PHA Wide	-----	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (Fiscal Year)
* Administrative (Capital Fund Coordinator)			\$ 72,000	2002-2005
* Architect and Engineer Fees			32,000	2002-2005
Total estimated cost over next 4 years			\$104,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
NJ 42-1	Park Terrace Apartments	0	0	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (Fiscal Year)
* Install Burglar Alarm System			\$ 5,000	2003
* Duct Cleaning			4,000	2005
* Window Glazing			2,000	2005
* Replace Furnace			36,000	2005
* Replace Stoves			9,400	2005
* Replace Range Hoods			1,000	2005
* Replace Refrigerators			9,000	2005
* Replace Screen Doors			6,500	2005
Total estimated cost over next 4 years			\$ 72,900	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 42-2	S. J. Kronman Apartment	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (Fiscal Year)
* Upgrade Fire Alarm System		\$ 15,000	2002
* Balcony Repairs		243,000	2002-2003
* Repair Rear Parking Lot and Walkway		20,500	2003
* Repair Front Cul de Sac Walkway		20,000	2004
* Upgrade Smoke Detectors (Audio/Visual Features)		20,000	2004
* Upgrade Surveillance System		5,000	2004
* Upgrade Doorbell Entry System		47,500	2004
* Upgrade Nurse Call System		50,000	2004
Total estimated cost over next 4 years		\$421,000	

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables			
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development
NJ 42-2	S. J. Kronman Apartments	0	0
Description of Needed Physical Improvements or Management Improvements		Estimated Cost	Planned Start Date (Fiscal Year)
* Replace Hot Water Tanks		\$ 9,000	2005
* Replace Stoves		7,500	2005
* Replace Refrigerators		11,300	2005
* Replace Air Conditioners		13,100	2005
* Replace Kitchen Cabinets		33,200	2005
Total estimated cost over next 4 years		\$74,100	

HUD 50075

OMB Approval No: 2577-0226
Expires: 03/31/2002

Attachment E

RESIDENT ADVISORY BOARD RECOMMENDATIONS:

Meeting Date: December 13, 2000

Resident Comments:

1. Residents expressed strong support for planned capital improvements and participated in the five year capital fund plan.
2. Residents praised the ability to openly communicate with Housing Authority Administration and to participate in the five-year plan.
3. Residents were in favor of a restrictive Pet Policy and expressed concern with pets in public housing.
4. Residents were encouraged by Authority being awarded additional Section 8 rental vouchers, but expressed the need for broader landlord participation.
5. Residents indicated that safety concerns were not a major issue at the public housing sites.

Authority Response:

1. Several resident concerns were incorporated in the Authority's Five-Year Action Plan for Capital Improvements.
2. Authority has prepared a restrictive, but fair, Pet Policy with resident comments in mind.
3. The Authority intends to step up efforts to attract more landlords to the Section 8 Program.

Attachment F

Membership of Resident Advisory Board

Samuel J. Kronman Senior Citizen Building:

Victoria Kaminowitz
242 South 6th Avenue, Apt. 4H
Highland Park, NJ 08904

Veronica McGinty
242 South 6th Avenue, Apt. 5A
Highland Park, NJ 08904

Section 8:

Mordkha Genchik
304 South 3rd Avenue
Highland Park, NJ 08904

Phyllis LePeur
453 South 2nd Avenue
Highland Park, NJ 08904

Public Housing: Family Site

Dawn Williams
212 South 7th Avenue
Highland Park, NJ 08904

Attachment G

Resident Membership on the PHA Governing Board

The Highland Park Housing Authority is aware of the recently enacted HUD regulation requiring PHAs to include at least one resident on its governing board. The Authority meets the exemption criteria provided under Section 2(b)(2) of the U.S. Housing Act of 1937 in that:

- * The Authority qualifies as a Small PHA; and
- * The Authority has notified its Resident Advisory Board of the availability of a position on the governing board and has waited a reasonable time for a positive response; however, no resident has expressed interest in serving in said capacity.

The Authority is aware that this recruitment process must be repeated on an annual basis. The next available position on the Board of Commissioners will open in September of 2001; the incoming Commissioner will be appointed by the Highland Park Borough Council.

Attachment H

CONSISTENCY WITH CONSOLIDATED PLAN

The Highland Park Housing Authority's Agency Plan Is Consistent With the County's Consolidated Plan In That:

1. The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 program in an effort to provide more housing options for program participants.
2. The Authority has received 16 additional rental vouchers and will utilize same in order to provide assistance to more participants.
3. The Authority seeks to maintain public housing vacancies at zero percent, in order to maximize the number of on-line units..
4. The Authority seeks to renovate/modernize public housing sites as needed, thus providing more suitable housing options.
5. The Authority has utilized ROSS grant monies to form a partnership with Easter Seals of New Jersey in an effort to provide on-site healthcare and recreational activities to the senior residents at S.J. Kronman Apartments.

Attachment I

PHA Criteria for Amendments to Plan

Pursuant to applicable HUD regulations, a PHA may change or modify its Annual and Five-Year Plans and the policies described therein. However, any Asignificant amendment or modification@ to the Annual Plan and any Asubstantial deviations@ from the Five-Year Plan would require that the PHA submit a revised Plan that has met full public process requirements, including Resident Advisory Board review.

The Highland Park Housing Authority will consider the following to be Asignificant amendments or modifications@:

- \$ changes to rent or admissions policies or organization of the waiting list;
- \$ changes to grievance procedures;
- \$ additions of non-emergency work items (items not included in the current Annual Statement of 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund;
- \$ additions of new activities not included in the current PHDEP Plan;
- \$ any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

The Authority will consider the following to constitute a Asubstantial deviation@ from the Five-Year Plan:

- \$ Any modification to the PHA's Mission Statement or any substantial modification to the PHA's goals and/or objectives.

An exception to these definitions will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered substantial deviations or significant amendments by the Authority.

Attachment J

AMENDMENT TO ADMISSIONS AND OCCUPANCY POLICY

DECONCENTRATION POLICY

It is the Highland Park Housing Authority's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on waiting list in order to reach other families with lower or higher income. We will accomplish this in a uniform and non-discriminating manner.

The Housing Authority will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments, the income levels of census tracts in which our developments are located, and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and deconcentration incentives to be implemented.

DECONCENTRATION INCENTIVES

The Housing Authority may offer one or more incentives to encourage applicant families whose income classification would help to meet deconcentration goals of a particular development.

Various incentives may be used at different times, or under difference conditions, but will always be provided in a consistent and nondiscriminatory manner.

Attachment K

SAFETY PLAN

The following corrective action will be taken to address problem areas identified by the aggregate results of our first annual Resident Services and Satisfaction Survey-Safety Section: 72.8%.

We will employ a security and preventive based approach to attack drug related crime and other types of crime in our Public Housing developments, and to improve the overall living environment within such areas.

We will utilize Community Policing patrols on the peripheries of our Public Housing areas to assure the safety of our residents. In addition, we will implement on-site drug awareness and crime prevention educational programming. We will also emphasize training and employment of our unemployed or under-employed residents; and we will provide community space for resident educational, training, social and recreational activities.

It is expected that implementation of the Community Policing patrols will prove effective in deterring crime in and around our housing developments.

Our educational, social and recreational activities will be designed primarily to provide public housing youths and young adults with alternatives to involvement in drug-related criminal behavior.

In addition to community policy patrols, the Highland Park Police Department (HPPD) will continue to supply the Housing Authority's residents with investigative services; undercover operations, and response to calls for police services as a result of illegal activity, real or apparent, juvenile aid services; on-site drug awareness and crime prevention educational services; provision of necessary assistance to the Authority in the enforcement of its "One Strike and You're Out Policy", and provision of assistance to Crime Watch Program participants.

Neighborhood Crime Watch personnel will continue to coordinate with the Police Department regarding the reporting of observed drug and other criminal activity without our public housing developments and surrounding neighborhoods.

Our security and drug elimination program goals are as follows:

- * To increase our resident's perception of personal safety and security.

- * To provide resident safety and security services consistent with the needs of the community.
- * To identify and report crime and disorder problems to the HPPD.
- * To engage the Community in priority setting and eliminate citizen apathy in reporting crimes and disorders to the Police.
- * To stringently enforce our ~~A~~One Strike and You're Out Policy~~@~~.
- * To improve protection services for all of our residents, especially women, children, and the elderly.
- * To eliminate drug-related crime and other types of crime within our public housing community.

As previously stated, our drug elimination and crime prevention efforts will be designed in such a manner to provide activities which serve as alternatives to involvement in drug-related activity and to educate our residents, particularly the young people, about the damaging effects of drug abuse. These activities will include the use of our family site for career counseling, job training and job opportunity referral services, provided in cooperation with the County of Middlesex JPPA and Welfare Work programs and the State of New Jersey Unemployment Division, provision of parenting workshops at our family site and recreational and cultural activities provided in cooperation with the Board of Education and Recreation Department of the Borough of Highland Park, and the referral of young people in need of drug counseling service, and/or drug rehabilitation treatment, to agencies and organizations which provide such services.

In addition, our drug prevention services will also be designed to include the provision of necessary assistance to young people in identifying needs, resolving problems/conflicts, establishing meaningful goals and objectives; enhancing their positive self-esteem, and developing health and productive relationships with family, peers, and the community in general. We will also include the development of peer leadership skills as a component of our youth related services.

We will attempt to develop support groups of parents for the purpose of engaging them, along with the young people, in identifying and changing the factors present in public housing that lead to drug-related problems, addressing the causes and effects of illegal drug usage and assisting them in making informed decisions regarding drug use and the dangers associated with same.

Drug education and other relevant information will be distributed at all resident meetings, workshops and other gatherings.

We will work closely with the Middlesex County Office of Employment and Training, with regard to the provision of Career Counseling, Job Training, and the Job Opportunity Services, and also with the HPPD, with regard to the provision of Drug Awareness Education.

A number of our residents are currently on public assistance. The Authority plans to expand its efforts to assist these residents in accessing educational, employment and training opportunities. In addition to the activities mentioned above, we are currently in the process of developing working relationships with relevant services providers. Positive relationships have already been established with the Board of Education and other municipal agencies. Additional relationships are being established with the following: the Middlesex County Vocational School, Middlesex County Community College, Work First New Jersey (TANF), and local employers.

Our resident job training and employment activities will be coordinated with empowerment, self-sufficiency and welfare to work efforts and reforms. Job training components offered to our residents will provide them with the opportunity to interact directly with private sector businesses, thereby increasing their job placement opportunities.

The Highland Park Police Department will continue to be responsible for tracking crime in our Public Housing developments. They will collect, maintain, and provide crime statistics for reporting and planning purposes. Crime reduction in public housing will continue to be analyzed and evaluated on a comparison of statistics provided to us by the HPPD on the following:

Part 1 Crime Statistics

- | | |
|-----------------------|---------------------|
| * Murder | * Rape |
| * Robbery | * Assault |
| * Burglary | * Larceny |
| * Motor Vehicle Theft | * Domestic Violence |
| * Arson | |

Part 2 Crime Statistics - Narcotics

Narcotics

- * Possession
- * Distribution/Manufacture
- * Criminal Mischief
- * Weapons Violations
- * Trespassing

In addition to crime statistics, the Authority will also maintain, analyze and evaluate the following information:

- * Calls for service
- * Resident Survey Data
- * Vandalism
- * Number of Evictions for drug-related activity
- * Number of applicants screened out for drug-related activity

The following considerations will be included as part of our evaluation process:

1. If narcotics violations go up or down, does it mean that (1) the problem is being reduced or (2) enforcement has lessened or increased or (3) the dealers/users have become more cautious (gone indoors, etc.)
2. Does an increase in calls for service mean that (1) the problems have increased or (2) residents have a better rapport with the police.
3. Is there any change in the type of drugs confiscated?
4. Do increases or decreases in domestic violence reflect (1) increased substance abuse or (2) increased reporting and police response.
5. What are the age and gender statistics for narcotics violations?
6. Is violent crime increasing or decreasing? Is the change due to increasing crime, increased deterrence, increased apprehension, etc.

We will continue to develop information on crime prevention and elimination solutions and

outcomes through the joint and coordinated efforts of representatives of the Housing Authority. The Authority's Tenant Associations, the HPPD, representatives of youth service providers, including the Borough Recreation Director and the PAL, and other concerned community organizations.

In addition to the above components, the Authority's anti-crime strategy will also include the continued administration of our screening, leasing and eviction policies, in accord with the Authority's "One Strike and You're Out" Policy.

The Housing Authority's "One Strike and You're Out" Policy and our new Admission Policy, Dwelling Lease and Applicant Screening and Eviction Procedures are designed to assure the rejection of applicants for admission to public housing who have a history of drug abuse or other involvement in drug-related criminal activity, and to provide for the eviction of existing residents found to be involved in such activity.

The screening procedures include review of police records to determine the existence of drug-related or other criminal history; if same is found, admission is denied. As a condition of application, all applicants are required to sign a form giving the Housing Authority expressed approval to do a police background check on the adult members of their households.

The Housing Authority has entered into a collaborative relationship with the New Jersey State Police regarding access to criminal conviction records of applicants to determine their suitability for residency in public housing. The Authority is currently in the process of obtaining approval to access FBI Criminal history records.

The Housing Authority also reviews police files on a periodic basis to determine if any of its existing tenants have criminal histories. If any members of a resident household is found to be engaged in criminal activity, including drug-related activity upon or near public housing, eviction proceedings are instituted immediately, in accord with the applicable provisions of the dwelling lease.

The Authority will continue to serve notice on all of its employees regarding the prohibitions under its Drug-Free Workplace Policy, specifying the actions that will be taken against employees for violation of such prohibitions.

The Authority will continue to maintain a strong on-site management presence. The Authority views such presence as a critical element in preventing drug addicts from entering vacant units and damaging them, thereby increasing the turnaround time on same. Authority management personnel walk the project sites on a daily basis. While doing so they check to see that vacant units are properly secured and take appropriate action where same is found not to be the case, i.e., have maintenance

secure the unit and where applicable have police remove unauthorized occupants.

Our Executive Director and her support staff oversee the selection of new residents and perform home visits and inspections. While making home inspections they observe activities and make note of problems as well as opportunities, to reward desirable behavior. They work closely with the Tenants Associations and involve them in management decisions related to the development of management policies and procedures that affect them directly. They assist residents in the development of community partnerships involving, among others the Policy Department, Social, Health, and other resident services agencies. They refer residents in need of human services to the appropriate service agencies and are involved along with Tenant Association representatives, in the planning, development, implementation and monitoring of resident service programs, projects, and activities.

Our Executive Director and her support staff will continue to communicate clear expectations and consequences to residents concerning: 1) payment of rent on time; 2) zero tolerance for drug abuse; 3) responsibility for care of Housing Authority property; 4) responsibility for conduct of children and guest(s).