

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

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# PHA Plans

5 Year Plan for Fiscal Years 2003 - 2007  
Annual Plan for Fiscal Year 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** Highland Park Housing Authority

**PHA Number:** NJ 044

**PHA Fiscal Year Beginning: (mm/yyyy)** 04/01/2003

### 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)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2003 - 2007**  
[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. (select one 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: (state mission here)

*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 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 THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
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 score) **(PHAS Advisory 88) a) Achieve and maintain *high performer* status**
- Improve voucher management: (SEMAP score) **Achieve and maintain a *high performer* rating under SEMAP.**
- Increase customer satisfaction: **Achieve and maintain a passing score on the PHAS Resident Survey indicator**
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Update agency-wide needs assessment;
  - Complete energy audit;
  - Explore resident management opportunities;
  - Expand and renovate current office facility
- 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)

**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.
- Increase security for both elderly and family residents.

*PHA Goal:* To provide improved quality of our PH residents' living environment.

*Objectives:*

- Perform physical needs assessment/energy audit, 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 "Drug 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 households

*Objectives:*

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- 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**

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing

*Objectives:*

- 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**

- 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: **100%**
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **100%**
- 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.
- 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 2003**  
[24 CFR Part 903.7]

**i. 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 vouchers, qualifies for submission of the “Small 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 was 88.**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[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.

*See Attachment A*

**iii. 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.

**Required Attachments:**

- (J)** Admissions Policy for Deconcentration
- (C)** FY 2003 Capital Fund Program Annual Statement **and Performance & Evaluation Reports**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- (D)** FY 2003 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- (E)** Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- A Executive Summary
- A-1 Five-Year Plan: Progress Statement
- B Summary of Policy and Program Changes
- C (see above)
- D (see above)
- E (see above)
- 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
- J (see above)
- K Safety Plan

**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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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	Annual Plan: Eligibility,

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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	Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> 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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> 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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> 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
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 903.7 9 (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 "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	473	5	4	3	2	5	3
Income >30% but <=50% of AMI	542	4	4	3	2	4	3

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income >50% but <80% of AMI	361	3	3	2	2	4	2
Elderly	567	5	5	4	5	1	3
Families with Disabilities	9,551*	5	5	5	5	4	3
White	2,641	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 **Middlesex County**  
Indicate year: 1990
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) 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.

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
<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:	

<b>Housing Needs of Families on the Waiting List</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	616		10%
Extremely low income <=30% AMI	487	79%	
Very low income (>30% but <=50% AMI)	80	13%	
Low income (>50% but <80% AMI)	49	8%	
Families with children	164	26.6%	
Elderly families	391	63.5%	
Families with Disabilities	61	9.9%	
Race/ethnicity - White	232	37.7%	
Race/ethnicity – Black	136	22.1%	
Race/ethnicity - Hispanic	49	7.9%	
Race/ethnicity – Not listed	199	32.3%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	397	64.4%	
2 BR	146	23.7%	
3 BR	69	11.2%	
4 BR	4	0.7%	
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <b>Family Housing Only</b></p> <p>If yes:</p> <p>How long has it been closed (# of months)? <b>5</b></p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p>			

### 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	218		9%
Extremely low income <=30% AMI	174	79.8%	
Very low income (>30% but <=50% AMI)	35	16.0%	
Low income (>50% but <80% AMI)	9	4.2%	
Families with children	151	69.3%	
Elderly families	28	12.8%	
Families with Disabilities	39	17.9%	
Race/ethnicity - White	110	50.5%	
Race/ethnicity - Black	73	33.5%	
Race/ethnicity - Hispanic	35	16.0%	
Race/ethnicity - Not listed	0	0%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			

<b>Housing Needs of Families on the Waiting List</b>			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>10</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

**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 FY 2002 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)

**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)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (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, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	183,559	
b) Public Housing Capital Fund	162,912	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	1,211,374	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants	100,000	
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	470,610	PHA OPERATIONS
Excess Utilities		
<b>4. Other income</b> (list below)		
Laundry/late charges	9,000	PHA OPERATIONS
Interest Income	6,990	PHA OPERATIONS
<b>4. Non-federal sources</b> (list below)		
<b>5. reserves</b>		OTHER
<b>Total resources</b>	2,144,445	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **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)

c. 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**)

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 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 "1" in the space that represents your first priority, a "2" 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 "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 3** Working families and those unable to work because of age or disability
- 4** Veterans and veterans' families
- 3** 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)

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  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  
 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)

- 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).

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- 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 Voucher time period. All requests for extensions must be received prior to the expiration date of the 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 a 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 "1" in the space that represents your first priority, a "2" 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 "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- 1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) **local residents**  
Victims of domestic violence  
Substandard housing  
Homelessness<sup>4</sup>
- 2 High rent burden – **local residents**

Other preferences (select all that apply)

- 3** Working families and those unable to work because of age or disability
- 4** Veterans and veterans' families
- 3** 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)

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)

b. 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 903.7 9 (d)]

### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

#### **(1) 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:

c. 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)
- 95<sup>th</sup> 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)\_\_\_\_\_
- 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  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
- Survey of rents listed in local newspaper
- 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, certificates).**

### (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
- \$26-\$50

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (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)

***EXEMPT from Small PHA Plan Update***

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- 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 upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
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 management.

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[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.

***EXEMPT from Small PHA Plan Update***

**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 – N/A**

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 903.7 9 (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 (state name) *See 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 (state name) *See 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  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  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  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  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 903.7 9 (h)]

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

1.  Yes  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 “No”, skip to component 9; if “yes”, 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 “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. 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 families 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 “No”, skip to component 10. If “yes”, 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.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Designation type: 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 <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)
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?
6. 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.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: <b>Park Terrace Apartments</b>
1b. Development (project) number: <b>NJ 44-1</b>
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input checked="" 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) **N/A**

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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 “No”, skip to component 11B; if “yes”, 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 “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
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**

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### ***Exempt from Small PHA Plan Update.***

#### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

Yes  No: Has the PHA 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

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

**Services and Programs**

Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

N/A

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**

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

*Exempt: Authority is not submitting a PHDEP Plan at this juncture.*

**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 used 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  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2002 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: )

#### **14. Pet Policy**

##### **RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**\*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? 2
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**

[24 CFR Part 903.7 9 (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.

***Exempt from Small PHA Plan Update***

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 903.7 9 (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 (File name) *See 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: (provide name here) **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. 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**

Use this section to provide any additional information requested by HUD.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

## **ATTACHMENT A: Executive Summary**

### 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:

- ⌘ The Authority seeks to continue its outreach program to attract new landlords to participate in the Section 8 program.
- ⌘ The Authority seeks to maintain public housing vacancies at zero percent.
- ⌘ 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 goals as expressed in the previously submitted Agency Plan for FY 2002:

- ⌘ The Authority has engaged in efforts to attract more Landlords to participate in the Section 8 Program.
- ⌘ 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 no major changes to the policies and programs referenced in its FY2002 Agency Plan with the following exceptions:

- ⌘ The Authority has amended its Admissions and Continued Occupancy Policy (ACOP) and its Dwelling Lease for public housing, as well as its Section 8 Administrative Plan in order to bring same into compliance with the latest HUD regulations.
- ⌘ The ACOP and Section 8 Administrative Plan were a Section 504 Grievance Procedure and a Section 504 Reasonable Accommodations Policy.
- ⌘ The Section 8 Administrative Plan was also amended to reflect expanded policies regarding HQS inspections and lead-based paint requirements.
- ⌘ In addition, the Authority updated its Personnel, Bill Review Procedures, Procurement, Housing Opportunities, Capitalization, Disabled Parking, Affirmative Action, and Section 8 HAP Register Policies.

**ATTACHMENT C: FY 2003 Capital Fund Program Annual Statement**  
**(includes FY 2002, 2001, 2000, 1999)**

**Annual Statement FY 2003**  
**Capital Fund Program (CFP) Part I: Summary**

Capital Fund Grant Number NJ-39P04450102 FFY of Grant Approval: (4/03)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	17,105
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	13,000
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	132,807
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>162,912</b>
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	

**ATTACHMENT C, CONTINUED**

**Annual Statement FY 2003**

**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
HA-WIDE	CFP Administration	1410	17,105
HA-WIDE	A/E Services re physical improvements	1430	13,000
NJ 44-1	Replace Fencing	1460	10,000
Park Terrace	Concrete masonry repairs and repointing	1460	6,000
	Replace crawl space access doors (16)	1460	11,607
	Replace entry doors	1460	10,000
NJ 44-2	Fire pump and valve repairs	1460	4,000
Khronman Apts.	Roof repairs	1460	10,000
	Replace balcony screen doors	1460	10,000
	Replace window weather stripping	1460	5,000
	Repair and paint ceilings	1460	8,000
	Replace heat circulators	1460	10,000
	Electrical circuitry improvements	1460	20,000
	Replace dryer vent unit	1460	10,000
	Stripe parking spaces	1450	2,500
	Improve entry door system	1460	15,000
	Install directional signage	1450	700
	<b>TOTAL</b>		<b>162,912</b>

**ATTACHMENT C, CONTINUED**

**Annual Statement FY 2003**

**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)
HA-WIDE	3/31/05	3/31/06
NJ44-1	3/31/05	3/31/06
NJ44-2	3/31/05	3/31/06

**ATTACHMENT C FOR FY 2002**

**ATTACHMENT C, CONTINUED**  
**Progress Report**  
**Part I: Summary**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Highland Park Housing Authority		<b>Grant Type and Number</b> Capital Fund Program: NJ 39P20440102 Capital Fund Program Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2002	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    )					
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/02 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements Soft Costs				
	Management Improvements Hard Costs				
4	1410 Administration	17,105		17,105	0
5	1411 Audit				
6	1415 liquidated Damages				
7	1430 Fees and Costs	13,000		13,000	0
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	132,807		0	0
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				

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

<b>PHA Name:</b> Highland Park Housing Authority	<b>Grant Type and Number</b> Capital Fund Program: NJ 39P20440102 Capital Fund Program Replacement Housing Factor Grant No:	<b>Federal FY of Grant:</b> 2002
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Original Annual Statement
  Reserve for Disasters/ Emergencies
  Revised Annual Statement (revision no: )
  Performance and Evaluation Report for Period Ending: 12/31/02
  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
18	1498 Mod Used for Development				
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines 2-19)	162,912	---	30,105	0
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				

ATTACHMENT C, CONTINUED

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Highland Park Housing Authority			Grant Type and Number Capital Fund Program #: NJ 39P04450102 Capital Fund Program Replacement Housing Factor #:			Federal FY of Grant: 2002		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
<b>HA-WIDE</b>	A/E Services re physical work items	1430		13,000		13,000	0	Underway
<b>NJ44-1 (Park Terrace)</b>	Upgrade emergency call systems	1460		5,000		0	0	Pending
<b>NJ44-2 (Khronman Apts.)</b>	Upgrade fire alarm system	1460		15,000		0	0	Pending
	Repair balconies	1460		112,807		0	0	Pending
<b>HA-WIDE</b>	Retain P/T coordinator for MOD program	1410		17,105		17,105	0	Underway
	<b>TOTAL</b>			162,912		30,105	0	



**ATTACHMENT C FOR FY 2001**

**ATTACHMENT C, CONTINUED**  
**Progress Report**  
**Part I: Summary**

<b>PHA Name:</b> Highland Park Housing Authority		<b>Modernization Project Number</b> NJ39P04450101		<b>FFY (yyyy) of Federal Grant Approval:</b> 2001	
<input type="checkbox"/> Original CIAP Budget <input type="checkbox"/> Revised CIAP Budget/Revision Number <u>  1  </u> <input checked="" type="checkbox"/> Progress Report for Period Ending (mm/dd/yyyy) <u>12-31-2002</u> <input type="checkbox"/> Final Progress Report					
Line No.	Summary by Development Account	Total Funds Approved		Total Funds	
		Original	Revised	Obligated	Expended
1	Total non-CIAP Funds				
2	1406 Operations (may not exceed 10% of line 16)	18,000		18,000	18,000
3	1408 Management Improvements				
4	1410 Administration				
	<b>1411 Audit</b>	7,930		7,930	7,930
5	1415 Liquidated Damages				
6	1430 Fees and Costs	8,175		8,175	0
7	1440 Site Acquisition				
8	1450 Site Improvement	20,000		0	0
9	1460 Dwelling Structures	117,000		0	0
10	1465.1 Dwelling Equipment—Nonexpendable				
11	1470 Nondwelling Structures				
12	1475 Nondwelling Equipment				
13	1485 Demolition				
14	1495.1 Relocation Cost				
15	1498 Mod Used for Development				
16	Amount of CIAP Grant: (sum of lines 2-14)	171,105		34,105	25,930
17	Amount of line 16 Related to LBP Activities				
18	Amount of line 16 Related to Security				
19	Amount of line 16 Related to Section 504 Compliance				
20	Amount of line 16 Related to Energy Conservation Measures				

ATTACHMENT C, CONTINUED

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name:</b> Highland Park Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P04450101 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2001</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	Operations	1406		18,000		18,000	18,000	Complete
HA-WIDE	Energy Audit	1411		7,930		7,930	7,930	Complete
HA-WIDE	A/E Services	1430		8,175		8,175	0	Underway
								Pending
NJ 44-2 Khronman Apts.	Sidewalk Repairs	1450		20,000		0	0	Pending
NJ 44-2 Khronman Apts.	Elevator Upgrades	1460		47,000		0	0	Pending
NJ 44-2 Khronman Apts.	Upgrade Fire Alarm System	1460		70,000		0	0	Pending
	<i>TOTALS</i>					<i>34,105</i>	<i>25,930</i>	



**ATTACHMENT C FOR FY 2000**

**ATTACHMENT C, CONTINUED**  
**Progress Report**  
**Part I: Summary**

PHA Name: Highland Park Housing Authority		Modernization Project Number NJ39P04450101		FFY (yyyy) of Federal Grant Approval: 2000	
<input type="checkbox"/> Original CIAP Budget <input checked="" type="checkbox"/> Revised CIAP Budget/Revision Number <u>  2  </u> <input checked="" type="checkbox"/> Progress Report for Period Ending (mm/dd/yyyy) <u>12-31-2002</u> <input type="checkbox"/> Final Progress Report					
Line No.	Summary by Development Account	Total Funds Approved		Total Funds	
		Original	Revised	Obligated	Expended
1	Total non-CIAP Funds				
2	1406 Operations (may not exceed 10% of line 16)	14,862	14,862	14,862	14,862
3	1408 Management Improvements	4,560	4,560	4,560	4,560
4	1410 Administration				
5	1415 Liquidated Damages				
6	1430 Fees and Costs				
7	1440 Site Acquisition				
8	1450 Site Improvement	13,000	13,000	13,000	3,697.50
9	1460 Dwelling Structures	135,950	122,344.43	122,344.43	75,950
10	1465.1 Dwelling Equipment—Nonexpendable	0	13,605.57	13,605.57	13,605.57
11	1470 Nondwelling Structures				
12	1475 Nondwelling Equipment				
13	1485 Demolition				
14	1495.1 Relocation Cost				
15	1498 Mod Used for Development				
	1502 Contingency				
16	Amount of CIAP Grant: (sum of lines 2-14)	168,372	168,372	168,372	112,675.07
17	Amount of line 16 Related to LBP Activities				
18	Amount of line 16 Related to Security				
19	Amount of line 16 Related to Section 504 Compliance				
20	Amount of line 16 Related to Energy Conservation Measures				

**ATTACHMENT C, CONTINUED**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part II: Supporting Pages**

<b>PHA Name:</b> Highland Park Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P04450100 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 2000</b>		
Development Number  Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	General Operations	1406		14,862	14,862	14,862	14,862	Complete
HA-WIDE	Management Improvements	1408		4,560	4,560	4,560	4,560	Complete
	Office Equipment							
NJ 44-1, 2 Park Terrace & Khronman Apts.	Improve Site Lighting	1450		8,000	8,000	1,885	1,885	Underway
NJ 44-1, 2 Park Terrace & Khronman Apts.	Repair sidewalks, curbs	1450		5,000	5,000	1,812.50	1,812.50	Underway
NJ 44-1 Park Terrace	Replace hot water heaters	1460	20	6,000	6,000	5,700	5,700	Complete
NJ 44-1 Park Terrace	Replace light fixtures	1460	75	3,000	3,000	0	0	Pending
NJ 44-1 Park Terrace	Remodel bathrooms	1460	5	20,000	2,295.25	177.99	177.99	Underway
NJ 44-1 Park Terrace	Replace entry doors	1460	37	12,950	12,950	247.39	247.39	Underway
NJ 44-1 Park Terrace	Repair bld. Brick face	1460	1 bld.	10,000	10,000	0	0	Pending
NJ 44-1 Park Terrace	Replace kth. Cabinets	1460	4 units	4,000	4,000	1,034.64	1,034.64	Underway
NJ44-2 Khronman Apts.	Upgrade plumbing	1460		10,000	10,000	0	0	Pending

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

<b>PHA Name:</b> Highland Park Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P04450100 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant:</b> 2000		
Development Number  Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ44-2 Khronman Apts.	Replace A/C Units	1460	25	5,000	5,000	4,690.80	4,690.80	Underway
NJ44-2 Khronman Apts.	Install Emergency Lamps	1460	100	5,000	5,000	0	0	Pending
	Office Renovations	1460	1	60,000	64,099.18	64,099.18	64,099.18	Complete
	Office Equipment	1465.2		0	13,605.57	13,605.57	13,605.57	Complete
	<b>TOTAL PROGRAM COSTS</b>			<b>168,372</b>	<b>168,372</b>	<b>168,372</b>	<b>112,675.07</b>	



**ATTACHMENT C FOR FY 1999**

**ATTACHMENT C, CONTINUED**

**Progress Report  
Part I: Summary**

<b>PHA Name:</b> Highland Park Housing Authority	<b>Modernization Project Number</b> NJ 39P04491299	<b>FFY (yyyy) of Federal Grant Approval:</b> 1999
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Original CIAP Budget  Revised CIAP Budget/Revision Number \_\_\_\_\_  Progress Report for Period Ending (mm/dd/yyyy) \_\_\_\_\_  Final Progress Report

Line No.	Summary by Development Account	Total Funds Approved		Total Funds	
		Original	Revised	Obligated	Expended
1	Total non-CIAP Funds				
2	1406 Operations (may not exceed 10% of line 16)	17,000		17,000	17,000
3	1408 Management Improvements				
4	1410 Administration				
5	1415 Liquidated Damages				
6	1430 Fees and Costs	10,239		19,180	19,180
7	1440 Site Acquisition				
8	1450 Site Improvement	100,000		87,659	87,659
9	1460 Dwelling Structures	50,000		53,400	53,400
10	1465.1 Dwelling Equipment—Nonexpendable				
11	1470 Nondwelling Structures				
12	1475 Nondwelling Equipment				
13	1485 Demolition				
14	1495.1 Relocation Cost				
15	1498 Mod Used for Development				
16	Amount of CIAP Grant: (sum of lines 2-14)	177,239		177,239	177,239
17	Amount of line 16 Related to LBP Activities				
18	Amount of line 16 Related to Security				
19	Amount of line 16 Related to Section 504 Compliance				
20	Amount of line 16 Related to Energy Conservation Measures				

**ATTACHMENT C, CONTINUED**

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part II: Supporting Pages**

<b>PHA Name:</b> Highland Park Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P04491299 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 1999</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-WIDE	General Operations	1406		17,000	17,000	17,000	17,000	Complete
HA-WIDE	A/E Services	1430		10,239	19,180	19,180	19,180	Complete
NJ44-1 Park Terrace	Install GFI Outlets in Kitchens	1460		0	2,900	2,900	2,900	Complete
NJ44-1 Park Terrace	Replace bathroom lights	1460		0	425	425	425	Complete
NJ44-1 Park Terrace	Renovate large family bathrooms	1460		50,000	53,400	53,400	53,400	Complete
NJ44-2 Khronman Apts.	Install HVAC unit	1450		100,000	0			
NJ44-2 Khronman Apts.	Replace fire door and hardware	1460		0	4,089	4,089	4,089	Complete
NJ44-2 Khronman Apts.	Install jerne joint	1460		0	4,240	4,240	4,240	Complete
NJ44-2 Khronman Apts.	Repair balcony	1460		0	76,005	76,005	76,005	Complete
	<b>TOTALS</b>			<b>177,239</b>	<b>177,239</b>	<b>177,239</b>	<b>177,239</b>	

**ATTACHMENT C, CONTINUED**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name:</b> Highland Park Housing Authority		<b>Grant Type and Number</b> Capital Fund Program #: NJ 39P04491299 Capital Fund Program Replacement Housing Factor #:				<b>Federal FY of Grant: 1999</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quart Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-WIDE							
Operations	9/30/01		9/30/01	3/31/02		9/30/02	
A/E Services	9/30/01		9/30/01	3/31/02		9/30/02	
NJ44-1 Park Terrace	9/30/01		9/30/01	3/31/02			
NJ44-2 Khronman Apts.	9/30/01		9/30/01	3/31/02		9/30/02	

**ATTACHMENT D: FY 2003 Capital Fund Program 5 Year Action Plan**

**ATTACHMENT D**

**Optional Table for 5-Year Action Plan for Capital Fund**

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.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
	<b>PHA-WIDE</b>	<b>0</b>	<b>0</b>
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<ul style="list-style-type: none"> <li>· <b>Operations</b></li> <li>· <b>A/E Services</b></li> </ul>		<b>72,000</b> <b>32,000</b>	<b>2004 to 2007</b> <b>2004 to 2007</b>
<b>Total estimated cost over next 5 years next 4 years</b>		<b>104,000</b>	

**ATTACHMENT D, CONTINUED**

**Optional Table for 5-Year Action Plan for Capital Fund**

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.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ 44-1	PARK TERRACE	0	0

  

<b>Description of Needed Physical Improvements or Management Improvements</b>	<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
• Replace gutters	15,000	2004
• Replace railings	6,000	2004
• Install burglar alarm system	5,000	2004
• Window glazing	2,000	2004
• Furnace replacement	36,000	2005
• Replace stoves	11,105	2005
• Replace refrigerators	9,000	2006
• Replace range hoods	1,000	2006
• Replace screen doors	6,500	2006
• Upgrade mechanical systems	45,000	2006
<b>Total estimated cost over next 5 years</b>	<b>136,605</b>	

**ATTACHMENT D, CONTINUED**

**Optional Table for 5-Year Action Plan for Capital Fund**

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.

<b>Optional 5-Year Action Plan Tables</b>			
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>
NJ 44-2	KHRONMAN APTS.	0	0
<b>Description of Needed Physical Improvements or Management Improvements</b>		<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
<ul style="list-style-type: none"> <li>• Construct refuse collection shelter</li> <li>• Install thermostat timers</li> <li>• Paint apartments</li> <li>• Replace carpeting with tile flooring</li> <li>• Replace worn carpeting with new carpet</li> <li>• Reconfigure vehicular ingress and egress to building entry area</li> <li>• Repave parking lot and walkway</li> <li>• Repair cul de sac walkway</li> <li>• Upgrade smoke detectors</li> <li>• Upgrade surveillance system</li> <li>• Upgrade nurse call system</li> <li>• Replace hot water tank</li> <li>• Replace stoves</li> <li>• Replace refrigerators</li> <li>• Replace air condition units</li> <li>• Replace kitchen cabinets</li> <li>• Upgrade mechanical systems</li> </ul>		20,000 3,000 15,000 5,000 15,000 25,000 15,912 16,000 15,807 8,000 50,000 10,000 10,605 11,300 18,500 35,007 136,912	2004 2004 2004 2004 2004 2004 2004 2005 2005 2005 2005 2004 2006 2006 2006 2006 2006 2007
<b>Total estimated cost over next 5 years</b>		<b>411,043</b>	

## **ATTACHMENT E: Resident Advisory Board Recommendations**

Meeting Date: 12/18/02

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.

Authority's Response:

1. Resident concerns were incorporated in the Authority's Five-Year Action Plan for Capital Improvements.

## **ATTACHMENT F: Membership Of Resident Advisory Board**

### Samuel J. Khronman Senior Citizen Building

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

Lorraine Koppel  
242 South 6<sup>th</sup> Avenue, Apt. 6G  
Highland Park, NJ 08904

### Section 8:

Mordkha Genchik  
304 South 3<sup>rd</sup> Avenue  
Highland Park, NJ 08904

Phyllis LePeau  
453 South 2<sup>nd</sup> Avenue  
Highland Park, NJ 08904

### Public Housing: Family Site

Dawn Williams  
212 South 7<sup>th</sup> 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 PHA's 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 2003. 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 of Middlesex 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 seeks to maintain public housing vacancies at zero percent, in order to maximize the number of on-line units.
3. The Authority seeks to renovate/modernize public housing sites as needed, thus providing more suitable housing options.

## **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 “significant amendment or modification” to the Annual Plan and any “substantial 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 “significant 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;
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities

The Authority will consider the following to constitute a “substantial 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 its 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 the 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 implement.

### 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 different conditions, but will always be provided in a consistent and nondiscriminatory manner.

## **ATTACHMENT K: Safety Plan**

The following corrective action is being taken to address problem areas identified by the aggregate results of our first annual Resident Services and Satisfaction Survey-Safety Section:

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

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

In addition to Community Policing 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 "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 are designed in such a manner as 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 include 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, 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, drug prevention services 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 healthy and productive relationships with family, peers, and the community in general.

We will continue to 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 is distributed at resident meetings, workshops and other gatherings.

We coordinate 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 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 are coordinated with empowerment, self-sufficiency and welfare-to-work efforts and reforms. Job training components offered to our residents provide them with the opportunity to interact directly with private sector businesses, thereby increasing their job placement opportunities.

The HPPD 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 I Crime Statistics***

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

***Part II Crime Statistics – 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 are 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 are found to be engaged in a 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 turnaround time on same. Authority management personnel walk the project sites on a daily basis. While doing so they check to see the vacant units are properly secured and take appropriate action where same is found not 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 Police Department, Social, Health,

and other resident services agencies. The 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 other 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).

## **MEMORANDUM**

### **RE: HIGHLAND PARK HOUSING AUTHORITY**

The Highland Park Housing Authority has prepared its Agency Plan in compliance with section 511 of the Quality Housing and Work Responsibility Act of 1998 and ensuing HUD requirements. In accordance with said requirements, the Authority conducted a public hearing in order to invite public discussion on the Agency Plan. The public hearing was held on January 2, 2003 and proper notice was given via publication in the Home News Tribune at least 45 days prior to the public hearing date.