

Harrison Housing Authority

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

PHA Plans

5-Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2004

HARRISON HOUSING AUTHORITY

Harrison, New Jersey

**PHA Plan
Agency Identification**

PHA Name: Harrison Housing Authority

PHA Number: NJ016

PHA Fiscal Year Beginning: 04/2004

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)

**Annual PHA Plan
PHA Fiscal Year 2004**

[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Note:

Streamlined Plan:

- High Performing PHA PHAS Score: 91**
 Small Agency (<250 Public Housing Units)
 Administering Section 8 Only

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

The HUD Final Rule, 24 CFR Part 903, published October 21, 1999, no longer requires an Executive Summary.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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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:

- Admissions Policy for Deconcentration (nj016a01)
- FY 2004 Capital Fund Program Annual Statement (nj016b01)
- Statement of Progress in Achieving Goals and Objectives (nj016e01)
- Statement on PH Resident Community Service Requirement (nj016f01)
- Statement of Pet Policy (nj016g01)
- Statement of Resident Membership on the PHA Governing Board (nj016h01)
- Statement of Membership on the PHA Resident Advisory Board (nj016i01)
- Statement on the Initial Conversion Assessment (nj016j01)
- Statement on the Deconcentration of Poverty (nj016k01)
- 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
- FY 2000 Capital Fund Program 5 Year Action Plan (nj016c01)
- Public Housing Drug Elimination Program (PHDEP) Plan (nj016d01)
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (nj016l01)
- Other (List below, providing each attachment name)

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document Harrison Housing Authority	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
NA	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <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
NA	Section 8 rent determination (payment standard) policies <input 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 checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
NA	Section 8 informal review and hearing procedures <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures <small>Form HUD 50075 (03/2003)</small>
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs

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.

Note: The Hudson County 2003 Consolidated Plan and Action Plan relied on the 1990 census for its information as well as fresh statistics taken from the 2000 census. Because there is little new data in the Plan, we repeat below the analysis we did in our FY 2003 Needs Assessment. Further, the complete FY 2000 census data needed to complete this table below is not yet available.

The Harrison Housing Authority is in Hudson County, New Jersey. Because there is no Consolidated Plan for Harrison proper, this PHA relied on the analysis of jurisdictional needs in the *Hudson County Consortium Consolidated Plan* in preparing the chart below.

The population of Hudson County, excluding Jersey City, as indicated in its *Consolidated Plan* is 369,075 people as of 2000. Our most recent estimate of the population of Harrison is 13,425 people. Twelve (12%) percent of the county residents live below the poverty level. Since no hard data is available for all the indicated categories as they apply to Harrison separately, this PHA has based its responses on a reduction. We have taken the percent of Harrison's population as a percentage of the whole population of Hudson County to create a "reduction ratio" by which it can estimate needs in Harrison itself. Harrison has four (4) percent of the county's population; therefore, we have used numbers based on that percentage to reduce the county figures by that ratio amount to establish an estimated need for Harrison proper. The result is clearly not exact, but when combined with the analysis of the PHA's waiting lists, it gives a reasonable estimate of housing needs upon which this plan may be based.

Further, this PHA has also reviewed the *Consolidated Plan* narrative for comparison with our own experience in Harrison. In formulating our responses to the rating characteristics below, we have made our responses based on our experience in Harrison combined with the data clearly stated in the county *Consolidated Plan*. We believe, therefore, that we have been able to arrive at a reasonable assessment of housing needs in our jurisdiction, although not an exact one.

Lastly, based on our review of the county *Consolidated Plan* we have adjusted our its housing needs strategy under Part C of this item to accommodate those observations in the *Consolidated Plan* for the county.

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NOTE: The *Hudson County Consortium Consolidated Plan* gives its data in "numbers of households" and in "percentages of households" rather than in numbers of people. The numbers offered below follow that convention, modified as we indicated above.

* The numbers given below for Race/Ethnicity are estimated "numbers of persons" of each group in Harrison rather than households, as in the *Consolidated Plan*.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	665	5	5	5	3	4	2
Income >30% but <=50% of AMI	440	4	5	4	3	4	2
Income >50% but <80% of AMI	610	3	3	3	2	3	2
Elderly	581	5	5	4	3	3	2
Families with Disabilities	NA	NA	NA	NA	NA	NA	NA
Black Persons	81	5	4	4	2	4	2
Hispanic Persons	686	5	4	4	2	5	2
Asians							

In formulating our strategy for addressing housing needs in our jurisdiction, we also considered the following summary facts from the *Consolidated Plan* that address issues our housing programs may answer.

Specific Needs in the Consolidated Plan.

Housing problems in Hudson County are related to high housing costs, low incomes of the residents and an aging housing stock and infrastructure. The county gives priority to the need for affordable housing including increasing financial rental assistance to extremely low and low income tenants who are cost burdened; providing funds for the rehabilitation and preservation of existing housing stock to increase the supply of affordable housing; increasing the supply of rental units for the extremely low and low income residents through new construction; and increasing housing opportunities for low and moderate income homeowners.

Forty-nine (49%) percent of all households were low and moderate income (with incomes below 80% of MFI).

A best way to increase address many of these needs is to pursue "affordable housing" projects, especially in cooperation with the private sector developers (p. 58ff).

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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: Hudson County, New Jersey
Indicate year: 2003 (covers 7/1/03 to 6/30/04).
- 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:			
	# of families	% of total families	Annual Turnover
Waiting list total	141		5% over the past year
Extremely low income <=30% AMI	79	55	
Very low income (>30% but <=50% AMI)	32	23	
Low income (>50% but <80% AMI)	30	22	
Families with	61	44	

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Housing Needs of Families on the Waiting List			
children			
Elderly families	43	31	
Families with Disabilities	13	10	
White (non hispanic)	76	54	
Black (non hispanic)	2	2	
Hispanic	55	39	
All Others	8	6	
Characteristics by Bedroom Size (Public Housing Only)			Average turnover for past year
1BR	73	52	9%
2 BR	44	31	19%
3 BR	24	17	0%
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)?			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

Note: The Harrison Housing Authority has no Section 8 Programs.

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.

(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:

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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.

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Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)	\$ 1,237,131	
a) Public Housing Operating Fund	533,643	
Public Housing Capital Fund	703,488	
b) HOPE VI Revitalization	0	
c) HOPE VI Demolition	0	
d) Annual Contributions for Section 8 Tenant-Based Assistance	0	
e) Public Housing Drug Elimination Program	0	
f) Resident Opportunity and Self-Sufficiency Grants	0	
g) Community Development Block Grant	0	
h) HOME	0	
Other Federal Grants (list below)	0	
2. Prior Year Federal Grants (unobligated funds only)	-0-	
CFP FY 2002	-0-	PH Modernization
3. Public Housing Dwelling Rental Income	1,044,020	Housing Operations
4. Other income (list below)	44,120	
Excess utilities	23,120	Housing Operations
Investment income	20,900	Other
Misc. Resident	100	Housing Operations
5. Non-federal sources (list below)		
6. Reserves	2,000,000	Other
Total resources	\$4,325,271	

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: 3-4 weeks
- Other: (describe) when they first apply

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) The waiting lists are kept by bedroom size and then by income category.

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

- PHA main administrative office

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- 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?
None
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?

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b. Transfer policies:

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

- Emergencies
- Over housed
- Under housed
- 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

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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.

3 Date and Time

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- Veterans and veterans’ families
- 1 Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- 2 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

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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:
- 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)

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

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:

(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)

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- 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.

3 Date and Time

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

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)

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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

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)

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- 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

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

Any time the family experiences an income increase or decrease or any change in family composition

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- 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

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- To increase housing options for families
- Other (list below)

c. 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)

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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	268	
Section 8 Vouchers	NA	
Section 8 Certificates	NA	
Section 8 Mod Rehab	NA	
Special Purpose Section 8 Certificates/Vouchers (list individually)	NA	
Public Housing Drug Elimination Program (PHDEP)	NA	
Other Federal Programs(list individually)	NA	

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)

Admissions and Occupancy Policy

Personnel Policy

Procurement Policy

Preventive Maintenance Plan

Capitalization Policy

(2) Section 8 Management: (list below)

None. HHA manages no Section 8 vouchers.

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.

A. Public Housing

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 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

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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 B: (nj016b01)

-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 C: (nj016c01)

-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

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- 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.)

Demolition/Disposition Activity Description	
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)	

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<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

Designation of Public Housing Activity Description
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)

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<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.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than

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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.)

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Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

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

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- 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 (1)]

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.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

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

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
- Public housing admissions policies

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- 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

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.

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)

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

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

3. Which developments are most affected? (list below)
Harrison Gardens & Kingsland Court

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)
Harrison Gardens
Kingsland Court

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

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- 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)
Harrison Gardens & Kingsland Court

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2004 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 2004 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Filename: NJ016c01)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Please see the attachment - nj016g01 Statement of Pet Policy on page 74.

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)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?
- 3. Yes No: Were there any findings as the result of that audit?
- 4. Yes No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? _____
- 5. Yes No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

17. PHA Asset Management

[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.

- 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) nj016101.
 - 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:
 - 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.)
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.)

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: Hudson County, New Jersey
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.

Harrison Housing Authority

- 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)

In its *2003 Consolidated Plan and Action Plan*, the Hudson County Consortium indicates as follows below.

Under **affordable housing needs** we read

Replacement of rental housing units specially developed for the low- and moderate-income family has proven to be cost prohibitive in Hudson County because of the amount of financing required for new construction. Conversion of rental units into condominiums has eroded the rental market and caused dislocation, homelessness and overcrowding. The present housing market condition has most seriously impacted the extremely low- and low- income households who are unable to afford the average requested rents for vacant rental units. (p. 34)

This makes it even more important that current housing available to these families be well maintained and preserved. This is exactly the population served by the Harrison Housing Authority, which through its continuing modernization and maintenance efforts provides quality housing for these families.

Under **Public and Assisted Housing Needs** we read a summary of the good efforts being made by public housing authorities in Hudson County to both preserve available housing and to make increasing numbers of housing units accessible to persons with disabilities the positive efforts of the Harrison Housing Authority are considered in that summary. (p. 34)

In setting its **housing priorities**, the Consortium Consolidated Plan asserts, “priorities for affordable housing include increasing financial rental assistance to extremely low- and low-income renters; increasing the supply of rental units for extremely low-, low- and moderate-income families through new construction; providing funds for the rehabilitation and preservation of existing housing stock to increase the supply of affordable housing for extremely low and low income homeowners....” (p. 36)

In a remark about **public housing**, the Plan observes “there are no ‘troubled’ public housing agencies in the Hudson County Consortium’s municipalities. Each housing authority submits its Comprehensive Grant Program application directly to HUD. Hudson County Community Development Block Grant funds

Harrison Housing Authority

have been allocated to make improvements to public housing buildings and to rehabilitate public housing units.”

(p. 81)

Further, “the Hudson County Consortium’s Consolidated Plan established the following housing priorities:

Priority #1: To increase financial rental assistance to extremely low- and low- income tenants, who are cost burdened.

Priority #2: To provide funds for the rehabilitation and preservation of the existing housing stock to increase the supply of affordable housing for extremely low and low income renters.” (p. 94)

In this clear statement of priorities, the Consortium Plan clearly supports public housing efforts, such as those carried forward by the Harrison Housing Authority.

Despite its small size and limited resources, our Authority directly supports all of these goals. Our modernization program preserves precious housing resources. Our subsidy program makes housing affordable to those who otherwise would be in substandard housing or on the street. Our drug elimination program affords increased security for our citizens, and opportunities for self-improvement.

We believe the Mission, Goals and Objectives expressed in this *Agency Plan* support the initiatives in the *Hudson County Consolidated Plan*, and continued in its most recent the FY 2001 Action Plan.

Other: (list below)

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

D. Other Information Required by HUD

Criterion for identifying a “substantial deviation from” the PHA Plan

The Harrison Housing Authority will consider the following to be changes in its *Agency Plan* necessary and sufficient to require a full review by the Resident Advisory Board and by the Public Hearing process before a corresponding change in the Agency Plan can be adopted.

1. Any alteration of the Authority’s *Mission Statement*;
2. Any change or amendment to a stated Strategic Goal;
3. Any change or amendment to a stated Strategic Objective except in a case where the change results from the objective having been met;
4. Any introduction of a new Strategic Goal or a new Strategic Objective;

Harrison Housing Authority

5. Any alteration in the Capital Fund Program Annual Plan that affects an expenditure equal to ten percent (10%) of the CFP Annual Budget for that year.

In setting the above criteria, the Harrison Housing Authority intends by “Strategic Goal” and “Strategic Objective” specifically those items under those headings in its *5-Year Plan*.

Because the *Annual Plan* already requires annual review by the Resident Advisory Board and by Public Hearing, the Authority believes this annual process sufficient to meet the spirit of the *Quality Housing and Work Responsibility Act of 1998*. It expects that changes to the Annual Plan will be primarily minor and administrative in nature. It believes, however, as shown in item #5 above, that significant changes in its planned modernization expenditures should be subject to a resident/public process.

The Harrison Housing Authority has also reviewed the requirements set out in HUD Notice PIH 99-51. It here incorporates the several additional criteria established by HUD for “substantial deviation” and “significant amendment or modification” to its Agency Plan. The HHA will also consider the following events to require a public process before amending such changes to its Agency Plan.

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

The Harrison Housing Authority acknowledges that an exception will be made by HUD to compliance with the above criteria for any of the above changes that are adopted to reflect changes in HUD regulatory requirements; such changes will not be considered significant amendments by HUD.

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

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Attachments

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

nj016a01. Admissions Policy for Deconcentration of Poverty

nj016b01. FY 2003 Capital Fund Program Annual Statement

nj016c01. FY 2000 5-Year Plan for Modernization

nj016d03. Public Housing Drug Elimination Program (PHDEP) Plan Template

nj016e01. Statement of Progress in Achieving Goals and Objectives

nj016f01. Statement on PH Resident Community Service Requirement

nj016g01. Statement of Pet Policy

nj016h01. Statement of Resident Membership on the PHA Governing Board

nj016i01. Statement of Membership on the PHA Resident Advisory Board

nj016j01. Statement on the Initial Conversion Assessment

nj016k01. Statement on the Deconcentration of Poverty

nj016l01. Comments of the Resident Advisory Board

nj016a01
Attachment A:

Admissions Policy for the Deconcentration of Poverty

Where an inequity has been discovered in the distribution of impoverished families within its jurisdiction or on its waiting list, this PHA will take steps to remove that concentration of poverty by bringing higher income families into its lower income developments and lower income families into its higher income developments.

Among the strategies this authority will consider in attempting to remedy the inequity are the following:

- 1). It may skip certain income families on its waiting list to reach other families with a lower or higher income, as may be required to achieve better income distribution balance in its developments. This authority will apply such skipping uniformly and fairly.
- 2). It may make concerted efforts to aid lower-income families to increase their income through offering incentives. These incentives may include but are not required to be or limited to the following:
 - a) Providing self sufficiency activities to improve resident employability;
 - b) Providing permissive deductions from annual income and other permissive deductions to public housing resident as allowed by law. If offered, these options will be spelled out in detail as an amendment to this policy;
 - c) Providing individual savings accounts to families who select income-based rents;
 - d) Establishing a rent structure that encourages deconcentration of poverty;
 - e) Providing certain admissions preferences, such as those for working families;
 - f) Providing additional applicant consultation and information;
 - g) And providing additional supportive services or amenities.

In pursuing this policy of deconcentration, where a family receiving TANF assistance is concerned, this authority will make every reasonable recourse to coordinate its efforts to provide incentives to families that are consistent with programs administered by the office having TANF responsibilities in its jurisdiction.

Specifically, the Harrison housing Authority will employ skipping on its waiting lists to reach appropriate income families to balance the income mix at its developments.

This PHA will pursue this policy of deconcentration of poverty in a way that affirmatively furthers fair housing, and that ensures for both our applicants and our residents an equitable treatment devoid of discrimination.

Harrison Housing Authority

nj016b01

Attachment B:

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P01650104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement Annual Statement (revision no:)		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<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	55,000		0	0
4	1410 Administration	30,000		0	0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	25,000		0	0
8	1440 Site Acquisition				
9	1450 Site Improvement	243,000		0	0
10	1460 Dwelling Structures	100,488		0	0
11	1465.1 Dwelling Equipment— Nonexpendable	20,000		0	0
12	1470 Nondwelling Structures	220,000		0	0
13	1475 Nondwelling Equipment	10,000		0	0
14	1485 Demolition				

Harrison Housing Authority

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					
Part I: Summary					
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P01650104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised
Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	703,488	0	0	0
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0

Harrison Housing Authority

nj016b01

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P01650104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ016-01	Physical Improvements							
Harrison Gardens	Install Security System	1450		50,000		0	0	
	Ranges & refrigerators	1465		10,000		0	0	
	Up-grade Underground Utilities	1450		188,000		0	0	
	Office Up-grade	1470		200,000				
	Electrical Up-grade	1460		100,488		0	0	
	Nondwelling Structures	1470		20,000				
NJ016-02	Physical Improvements							
Kingsland Court	Site improvement	1450		5,000		0	0	
	Purchase equipment	1475		10,000		0	0	
	Ranges & refrigerators	1465		10,000		0	0	
HA -Wide	Management Improvements							
	Purchase software	1408		2,000		0	0	
	Summer Youth Program(s)	1408		15,000		0	0	
	Staff develop. training	1408		5,000		0	0	
	Additional Police Patrols	1408		30,000				

Harrison Housing Authority

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P01650104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	State mandated Board training	1408		3,000		0	0	
	Administration	1410		30,000		0	0	
	Fees & Costs	1430		25,000		0	0	
	Grant Total			703,488		0	0	

Harrison Housing Authority

nj016b01

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program No: NJ39P01650104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
							The Harrison Housing Authority will obligate all funds within 18 months of their availability in the LOCCS system, and expend all such funds within 36 months of such availability.
NJ016-01							
Up-grade underground utilities	12/31/04			9/30/05			
Ranges & refrig.	12/31/04			9/30/05			
Office Rehab	12/31/04			9/30/05			
Electrical Upgrade	12/31/04			9/30/05			
Install security system	12/31/04			9/30/05			
Nondwelling structures	12/31/04			9/30/05			
NJ016-02							
Site improvement	12/31/04			9/30/05			
Ranges & refrig.	12/31/04			9/30/05			
Purchase equipment	12/31/04			9/30/05			

Harrison Housing Authority

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program No: NJ39P01650104 Replacement Housing Factor No:				Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide							
Computer software	12/31/04			9/30/05			
Add. Police Patrols	12/31/04			9/30/05			
Summer Youth Prog	12/31/04			9/30/05			
Staff training	12/31/04			9/30/05			
Mandated training	12/31/04			9/30/05			
Administration	12/31/04			9/30/05			
Fees & Costs	12/31/04			9/30/05			

Harrison Housing Authority

Attachment B:

Component 7
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					
Part I: Summary					
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P01650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised
Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03		<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	55,000	55,000	-0-	-0-
4	1410 Administration	30,000	20,000	20,000	-0-
5	1411 Audit				-0-
6	1415 Liquidated Damages				-0-
7	1430 Fees and Costs	10,000	15,000	5,000	-0-
8	1440 Site Acquisition				-0-
9	1450 Site Improvement	15,000	36,000	36,000	-0-
10	1460 Dwelling Structures	253,488	230,488	230,488	-0-
11	1465.1 Dwelling Equipment— Nonexpendable	20,000	5,000	-0-	-0-
12	1470 Nondwelling Structures	310,000	332,000	332,000	-0-
13	1475 Nondwelling Equipment	10,000	10,000	-0-	-0-
14	1485 Demolition				-0-
15	1490 Replacement Reserve				-0-
16	1492 Moving to Work Demonstration				-0-

Harrison Housing Authority

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)					
Part I: Summary					
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P01650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/ Emergencies			<input type="checkbox"/> Revised
Annual Statement (revision no:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/03		<input type="checkbox"/> Final Performance and Evaluation Report			
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs				-0-
18	1499 Development Activities				-0-
19	1501 Collateralization or Debt Service				-0-
20	1502 Contingency				-0-
21	Amount of Annual Grant: (sum of lines 2 – 20)	703,488	703,488	623,488	-0-
22	Amount of line 21 Related to LBP Activities	0	0	0	0
23	Amount of line 21 Related to Section 504 compliance	0	0	0	0
24	Amount of line 21 Related to Security – Soft Costs	0	0	0	0
25	Amount of Line 21 Related to Security – Hard Costs	0	0	0	0
26	Amount of line 21 Related to Energy Conservation Measures	0	0	0	0

Harrison Housing Authority

nj016b01

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P01650103 Replacement Housing Factor Grant No:				Federal FY of Grant: 2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
NJ016-01	Physical Improvements							
Harrison Gardens	Site Improvments	1450		10,000	5,000	5,000	0	
	Ranges & Refrigerators	1465	214	10,000	3,500	0	0	
	Replace interior doors	1460	214	0	100,000	100,000	0	
	Electrical Upgrade	1460		253,488	130,488	130,488	0	
	Community Room	1470	259	310,000	332,000	332,000	0	
NJ016-02	Physical Improvements						0	
Kingsland Court	Underground Sprinkler	1450		15,000	31,000	31,000	0	
	Ranges & refrigerators	1465		10,000	1,500	0	0	
	Rehab hallways	1460		0	0	0	0	
	Nondwelling equipment	1475		0	10,000	0	0	
HA -Wide	Management Improvements	1408					0	
	Purchase computer software	1408		2,000	1,000	0	0	
	Additional Police Patrols	1408		30,000	30,000	0	0	
	Staff development training	1408		5,000	1,000	0	0	

Harrison Housing Authority

Annual Statement/Performance and Evaluation Report								
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)								
Part II: Supporting Pages								
PHA Name: Harrison Housing Authority		Grant Type and Number Capital Fund Program Grant No: NJ39P01650103 Replacement Housing Factor Grant No:			Federal FY of Grant: 2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	State mandated Board training	1408		3,000	3,000	0	0	
	Administration	1410		30,000	20,000	20,000	0	
	Summer Youth Program(s)	1408		15,000	20,000	0	0	
	Fees & Costs	1430		10,000	15,000	5,000	0	
	Grant Total			703,488	703,488	623,488	-0-	

Harrison Housing Authority

nj016b01

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name: Harrison Housing Authority			Grant Type and Number Capital Fund Program No: NJ39P01650103 Replacement Housing Factor No:			Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
NJ016-01							
Site improvement	12/31/03	12/31/03		9/30/04	9/30/04		
Ranges & refrig.	12/31/03	12/31/03		9/30/04	9/30/04		
Electrical Upgrade	12/31/03	12/31/03		9/30/04	9/30/04		
Community Room	12/31/03	12/31/03		9/30/04	9/30/04		
Replace Inter Doors							
NJ016-02							
Rehab Hallways	12/31/03	12/31/03		9/30/04	9/30/04		
Ranges & refrig.	12/31/03	12/31/03		9/30/04	9/30/04		
Underground Sprink	12/31/03	12/31/03		9/30/04	9/30/04		
Nondwelling Equip.	12/31/03	12/31/03		9/30/04	9/30/04		
HA-Wide							
Computer Software	12/31/03	12/31/03		9/30/04	9/30/04		
Add. Police Patrols	12/31/03	6/31/04		9/30/04	9/30/04		
Summer Youth Prog	12/31/03	6/31/04		9/30/04	9/30/04		
Staff Training	12/31/03	12/31/03		9/30/04	9/30/04		

Attachment C:

Harrison Housing Authority

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Harrison Housing Authority		<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 4			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
	Annual Statement				
PHA-wide		125,000	125,000	125,000	125,000
NJ016-01					
Harrison Gardens		408,488	558,488	558,488	408,488
NJ016-02					
Kingsland Court		170,000	20,000	20,000	170,000
CFP Funds Listed for 5-year planning		703,488	703,488	703,488	703,488
Replacement Housing Factor Funds					

Harrison Housing Authority

nj016c01.

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : 2 FFY Grant: 2005 PHA: 2005			Activities for Year: 3 FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	PHA-wide	Office equipment	10,000	PHA-wide	Office equipment	10,000
Annual		Computer system upgrade	10,000		Computer system upgrade	10,000
Statement		Training	15,000		Training	15,000
		Nondwelling equipment	10,000		Nondwelling equipment	10,000
		Administration	30,000		Administration	30,000
		Fees & costs	50,000		Fees & costs	50,000
	NJ016-01			NJ016-01		
	Harrison Gardens	Site improvement	20,000	Harrison Gardens	Site improvement	20,000
					Nondwelling Structures	10,000
		Up-grade kitchens	368,488		Cycle Painting	70,000
		Dwelling equipment	10,000		Window replace.	408,488
		Nondwelling Struct	10,000		Dwelling equipment	10,000
	NJ016-02					
	Kingsland Court	Site improvement	5,000	NJ016-02	Cycle Painting	40,000
		Upgrade kitchens	150,000	Kingsland Court	Site improvement	5,000
		Dwelling equipment	10,000		Nondwelling Struct	5,000
		Nondwelling Struct	5,000		Dwelling equipment	10,000
Total CFP Estimated Cost			\$703,488			\$703,488

Harrison Housing Authority

nj016c01.

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : 4 FFY Grant: 2007 PHA FY: 2007			Activities for Year: 5 FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
PHA-wide	Office equipment	10,000	PHA-wide	Office equipment	10,000
	Computer system upgrade	10,000		Computer system upgrade	10,000
	Training	15,000		Training	15,000
	Nondwelling equipment	10,000		Nondwelling equipment	10,000
	Administration	30,000		Administration	30,000
	Fees & costs	50,000		Fees & costs	50,000
NJ016-01			NJ016-01		
Harrison Gardens	Site improvement	20,000	Harrison Gardens	Replace fire lane fence	20,000
	Window replacement	518,488		Site improvement	20,000
	Dwelling equipment	10,000		Dwelling equipment	10,000
				Dwelling structures	35,000
	Nondwelling Struct	10,000		Nondwelling Struct	10,000
				Brick pointing/cleaning	303,488
				Protective lighting	10,000
NJ016-02			NJ016-02		
Kingsland Court	Site improvement	5,000	Kingsland Court	Site improvement	50,000
	Dwelling equipment	10,000		Dwelling equipment	10,000
	Nondwelling Struct	5,000		Nondwelling Struct	5,000
				Dwelling structures	25,000
				Brick pointing/cleaning	80,000
Total CFP Estimated Cost		\$703,488			\$703,488

nj016d01.

Attachment D:

Public Housing Drug Elimination Program Plan

Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.

With respect to the PHA Plan, for the FY2004 Plan cycle, PHAs will no longer be required to complete Subcomponent 13 D of the annual Plan or the PHDEP template. With the exception of high performers and small PHAs, housing authorities must complete Subcomponents 13A-C of the Plan.

Annual PHDEP Plan Table of Contents:

1. General Information/History
2. PHDEP Plan Goals/Budget
3. Milestones
4. Certifications

Section 1: General Information/History

- A. Amount of PHDEP Grant \$ _____
- B. Eligibility type (Indicate with an "x") N1 _____ N2 _____ R _____
- C. FFY in which funding is requested _____
- D. Executive Summary of Annual PHDEP Plan

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

E. Target Areas

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

F. Duration of Program

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an "x" to indicate the length of program by # of months. For "Other", identify the # of months).

6 Months _____ **12 Months** _____ **18 Months** _____ **24 Months** _____ **Other** _____

Harrison Housing Authority

G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. For grant extensions received, place “GE” in column or “W” for waivers.

Fiscal Year of Funding	PHDEP Funding Received	Grant #	Fund Balance as of Date of this Submission	Grant Extensions or Waivers	Anticipated Completion Date
FY 1997 X	\$80,000	NJ39DEP0160197	0	N/A	Closed
FY 1998 X	\$80,400	NJ39DEP0160198	0	N/A	Closed
FY 1999 X	\$58,944	NJ39DEP0160199	0	N/A	Closed
FY 2000 X	\$61,432	NJ39DEP0160200	0	N/A	Closed
FY 2001 X	\$65,845	NJ39DEP0160201	0	N/A	Closed
	0				

Section 2: PHDEP Plan Goals and Budget

A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

B. PHDEP Budget Summary

Enter the total amount of PHDEP funding allocated to each line item.

FY 2004 PHDEP Budget Summary	
Budget Line Item	Total Funding
9110 - Reimbursement of Law Enforcement	No PHDEP \$\$\$
9120 - Security Personnel	No PHDEP \$\$\$
9130 - Employment of Investigators	No PHDEP \$\$\$
9140 - Voluntary Tenant Patrol	No PHDEP \$\$\$
9150 - Physical Improvements	No PHDEP \$\$\$
9160 - Drug Prevention	No PHDEP \$\$\$
9170 - Drug Intervention	No PHDEP \$\$\$
9180 - Drug Treatment	No PHDEP \$\$\$
9190 - Other Program Costs	No PHDEP \$\$\$
TOTAL PHDEP FUNDING	No PHDEP \$\$\$

C. PHDEP Plan Goals and Activities

Harrison Housing Authority

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

9110 - Reimbursement of Law Enforcement					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9120 - Security Personnel					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9130 - Employment of Investigators					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators
1.							
2.							
3.							

9140 - Voluntary Tenant Patrol					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/Source)	Performance Indicators

Harrison Housing Authority

						/Source)	
1.							
2.							
3.							

9150 - Physical Improvements					Total PHDEP Funding: \$0		
Goal(s)	Provide stable, crime free housing to low-income families						
Objectives	Reduce the number of incidents by 5% each year						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9160 - Drug Prevention					Total PHDEP Funding: \$0		
Goal(s)	Provide stable, crime free housing to low-income families						
Objectives	Reduce the number of incidents by 2% in 1 st year, and 5% the second year						
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9170 - Drug Intervention					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

9180 - Drug Treatment					Total PHDEP Funding: \$0		
Goal(s)							
Objectives							
Proposed Activities	# of	Target	Start	Expected	PHDEP	Other	Performance Indicators

Harrison Housing Authority

	Persons Served	Population	Date	Complete Date	Funding	Funding (Amount /Source)	
1.							
2.							
3.							

9190 - Other Program Costs					Total PHDEP Funds: \$0		
Goal(s)		Provide stable, crime free housing to low-income families					
Objectives		Improve record keeping for evaluation					
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1							
2							
3.							

Section 3: Expenditure/Obligation Milestones

Indicate by Budget Line Item and the Proposed Activity (based on the information contained in Section 2 PHDEP Plan Budget and Goals), the % of funds that will be expended (at least 25% of the total grant award) and obligated (at least 50% of the total grant award) within 12 months of grant execution.

Budget Line Item #	25% Expenditure of Total Grant Funds By Activity #	Total PHDEP Funding Expended (sum of the activities)	50% Obligation of Total Grant Funds by Activity #	Total PHDEP Funding Obligated (sum of the activities)
<i>e.g Budget Line Item # 9120</i>	<i>Activities 1, 2, 3</i>		<i>Activity 1, 2, 3</i>	
9110				
9120				
9130				
9140				
9150				
9160				
9170				
9180				
9190				
TOTAL				

Section 4: Certifications

A comprehensive certification of compliance with respect to the PHDEP Plan submission is included in the “PHA Certifications of Compliance with the PHA Plan and Related Regulations.”

nj016e01.
Attachment E:

Statement of Progress in Achieving Goals and Objectives

During the past year, the Harrison Housing Authority has continued to make good progress in achieving the goals and objectives outlined in its Five-Year Agency Plan.

In its efforts to “provide an improved living environment” to its residents, the HHA has through its CFP program successfully funded police foot patrols to provide greater security for its residents developments. It has also reduced unit turnaround time and achieved a shortened lease-up period for its units. It has also reduced the number of accidents on its property

Among the other goal and objectives it indicated in its Five-Year Plan, the HHA has:

(Roman numerals correspond to relevant sections of the HHA Five-Year Plan).

- I. Established an increased waiting list of 141 names as of October 21, 2003.
- II. Exceeded the 90% goal of applicants accepting new apartments. About 96% of applicants accepted the first apartments offered to them.

All items under “resident site safety” have been completed.

III.B. There have been no criminal violent or drug related evictions this year. The HHA has effectively dealt with its drug related and crime related goals. It is also working to strengthen its enforcement of its “One Strike Policy.”

IV.A. The HHA has increased the number of working families by about five percent. The HHA currently has no families in residence on public assistance. Our effort to improve opportunity for residents is working.

C. Rental income at the HHA has increased as people in families go to work.

V. Increases in the cost of energy have made it difficult if not impossible for the HHA to meet its energy cost reduction goals. It has, however, slowed the rate of increasing utility costs.

VII. The HHA is maintaining four year old computers, server, HAM PH management software. It has also continued training for staff and purchased additional technical support for equipment maintenance

VIII. Staff have had opportunities for increased training, including training in use of the HHA’s new computer software.

nj016f01.
Attachment F:

Statement on PH Resident Community Service Requirement as Reinstated

In Section I of its community service policy, the Harrison Housing Authority outlines some general aspects of its approach to community service. It outlines the statutory requirements, indicates that under this provision of law, noncompliance with the community service and self-sufficiency requirement is grounds for non-renewal of the lease at the end of a 12-month lease term, and indicates too that the requirement for community service and self-sufficiency activity applies to all nonexempt, adult residents in public housing.

The HHA has determined so far that the following activities are acceptable to meet the community service requirement:

- ◆ Assisting with a literacy and self-esteem program in an after school or summer youth program.
- ◆ Assisting in the Harrison senior center providing families with information on various services including transportation, meals, etc.
- ◆ Assisting in operation of our proposed on-site recreation center.
- ◆ Providing day care for working families

The HHA supports the community service and self-sufficiency requirement because that requirement provides an additional incentive for nonexempt unemployed residents to explore and experience work opportunities. Residents should benefit from this exposure to the world of work, and may discover opportunities that could possibly lead to further training, employment and ultimately enhance their quality of life. Their success would also provide long-range benefit to the public housing community.

Implementing the community service and self-sufficiency activities requirement might also increase the need for additional support services for those residents who may have been unemployed for several years, and who may have multiple barriers to employment such as a poor work history, a need for child care services or a need for help to meet their transportation needs.

Because of this likely need, the HHA has made it a specific part of its policy to pursue full cooperative interaction with its local welfare agency. There are many benefits to such cooperation. The Harrison Housing Authority is working to develop a streamlined process for verifying which persons may be exempt from community service requirement because they receive welfare assistance, benefits, or services. The HHA is working with its local TANF agency to create a cooperation agreement to strengthen or enhance the self-sufficiency activities and collaborative efforts that support low-income families in achieving economic independence. A cooperation agreement will assist the Harrison Housing Authority in the process of verifying persons who are exempt from the service requirement due to participation in work activities or receive benefits or assistance under a State or local welfare program.

Residents and applicants who have demonstrated their eligibility for exemption under the allowable criteria for elderly persons 62 years or older, for the blind or disabled, or as primary caretakers of such an individual, do not have to provide any additional verification to the Harrison Housing Authority to meet the exempt status under the community service and self-sufficiency provision. Persons with such a

Harrison Housing Authority

disability who wish to be exempt, however, must self-certify that they are unable to participate in the service requirement due to the nature of their disability. Some persons who claim to be exempt on other grounds may be required to provide written documentation or sign a release of information form, to allow the Harrison Housing Authority to obtain information from the welfare agency to verify their exempt status.

The community service policy outlines the statutory responsibilities by which residents of public housing at the Harrison Housing Authority are bound. In addition, it outlines that families have important obligations under the lease, some so important that failing to meet them can damage a resident's tenancy: residents are required under 24 CFR 960.607 to comply with the service requirement. The HHA lease specifies that it shall be renewed automatically for all purposes, unless the family fails to comply with the service requirement.

In addition to any and all of the above, the Harrison Housing Authority will administer its Community Service Policy and implementation plan in full compliance with all equal opportunity and fair housing requirements.

In its policy, the HHA lists the following as legitimate **work activities** under that meet the self-sufficiency requirement.

- 1) Unsubsidized employment.
- 2) Subsidized private-sector employment.
- 3) Subsidized public-sector employment.
- 4) Work experience (including work associated with the refurbishing of publicly assisted housing) if sufficient private-sector employment is not available.
- 5) On-the-job-training.
- 6) Job search and job-readiness assistance.
- 7) Community service programs.
- 8) Vocational educational training (not to exceed 12 months with respect to any individual).
- 9) Job skills training directly related to employment.
- 10) Education directly related to employment in the case of a recipient who has not received a high school diploma or a certificate of high school equivalency.
- 11) Satisfactory performance at secondary school or in a course of study leading to a certificate of general equivalence, in the case of a recipient who has not completed secondary school or received such as certificate.
- 12) The provision of childcare services to an individual who is participating in a community service program.

nj016g01.
Attachment G:

Statement of Pet Policy

The Harrison Housing Authority has adopted in its Pet Policy “reasonable pet rules” that incorporate State and local laws governing pets that include inoculating, licensing, and restraining them. The policy allows residents to own pets, but also provides sufficient flexibility to protect the right and privileges of our residents who choose not to own pets. What follows below are some of the main elements in our family pet policy.

This policy applies to all families living in public housing. It does not apply to “service animals that assist persons with disabilities” residing in public or assisted housing or service animals that visit the Authority.

According to this “Pet Policy and Rules,” families living within Authority dwelling units are permitted to own common household pets. A common household pet is defined as a cat, dog, goldfish, tropical fish, canary, parakeet, or lovebird. A resident may have either a cat or a dog, and/or one fish tank or bowl, and/or one birdcage with no more than two birds.

All pets must be registered with Authority management. Such registration must show the type of pet, a recent picture of it, its name, age, and if applicable, its license registration number, current inoculation information, and the name and address of its veterinarian. Proper registration will also include a signed Pet Responsibility Card. Residents will be required to reimburse the Authority for the real cost of any and all damages caused by his/her pet.

A resident dog or cat owner must pay a non-refundable nominal monthly pet maintenance charge of ~~\$0.00~~ with the rent by the first of each month. Any dog or cat must be no less than six (6) months old and completely housebroken. Proof that the dog or cat is already neutered or spayed must be furnished before the dog will be allowed to reside on Authority property. The resident must provide the authority with proof that the dog has a current valid license and wears a proper license identification tag. A dog or cat must always wear a collar that shows its license and owner’s name and address. It must also wear a proper flea collar. Resident’s must verify to the authority that their pets have had all required annual inoculations. A pet dog cannot be over 14 inches tall at the top of the shoulder or weigh over 25 pounds when it is considered full-grown. No pet cat can be over eight (8) inches tall at the shoulders and weigh over 15 pounds.

A dog or cat must be on a leash at all times when outside of the owner’s apartment unless it is in an approved locked pet carrier. Small dogs should be held and carried through the building even if on a leash. Dogs and cats may not be exercised or curbed on the Harrison Housing Authority’s property.

No monthly maintenance fee is required for residents owning a bird, unless a problem of health or safety should require it. No more than two (2) birds to a unit will be permitted – canaries, parakeets, or lovebirds only. No parrots! The birdcage must be no larger than three (3) feet high and two (2) feet wide.

Harrison Housing Authority

nj016g01.

In a facility where a resident does not pay for electricity, a non-refundable nominal monthly maintenance charge of \$0.00 for electric heat and pump use for a fish tank is to be paid with the rent. There will be no charge for a fishbowl that is less than three (3) quarts capacity. Only one fish tank is permitted to a dwelling unit. It must be no bigger than five (5) gallon capacity size, or a resident may have one (1) large goldfish bowl no more than one (1) gallon capacity size.

Any pet suffering illness must be taken within two (2) days to a veterinarian for diagnosis and treatment. Upon its request, the Harrison Housing Authority must be shown a statement from the veterinarian indicating the pet illness diagnosis. Any pet suspected of suffering rabies or any other disease considered to be a health threat must be immediately removed from the premises until signed evidence from a veterinarian can be produced to indicate that the animal is not so afflicted.

Resident pet owners must agree to control the noise of their pet such that it does not constitute a nuisance to other residents. Failure to control pet noise may result in the removal of the pet from the premises.

The Harrison Housing Authority shall take all necessary actions under law to remove any pet that causes bodily injury to any resident, guest, visitor or staff member.

No pet shall be left unattended in any unit for longer than the time periods indicated in this policy. All resident pet owners shall provide adequate care, nutrition, exercise and medical attention for their pet.

In the event of the death of a resident, the resident pet owner agrees that management shall have discretion to dispose of the pet consistent with guidelines laid out in this policy unless written instructions with respect to such disposal are provided in advance by the resident to the Authority project office. Management may move to require the removal of a pet from the premises on a temporary or permanent basis for good cause.

Residents shall not alter the interior of their unit or patio to create an enclosure for an animal or bird. Residents shall not allow pets to be tied outside of their dwelling unit, or directly on the grounds of the Authority. Residents shall not feed stray or unregistered animals. This shall constitute having a pet without permission of the Authority.

VISITING PETS ARE NOT PERMITTED.

THIS DOES NOT INCLUDE SERVICE ANIMALS THAT ASSIST PERSONS WITH DISABILITIES.

Harrison Housing Authority

nj016h01.
Attachment H:

Statement of Resident Membership on the PHA Governing Board

The Harrison Housing Authority now has two residents on its governing board.

Our resident commissioners are:

Brunilda Mustilli
803 Harrison Gardens
Harrison, New Jersey 07029
Term: July 2, 2001 to June 6, 2006

Joan Graziano
713 Harrison Gardens
Harrison, New Jersey 07029
Term: June 6, 1999 to June 5, 2004

Harrison Housing Authority

nj016i01.
Attachment K:

Statement of Membership on our Resident Advisory Board

The following are the members of the Resident Advisory Board of the Harrison housing Authority:

Alicen Lucas	Kingsland Court
Donna Anders	Kingsland Court
Dana Machado	Harrison Gardens
Dominick Tramontana	Harrison Gardens
Henryka Sak	Harrison Gardens

nj016j01
Attachment J:

Component 10 (B) Voluntary Conversion Initial Assessments

a) How many of the PHA's developments are subject to the Required Initial Assessments?

Two

b) How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy developments)?

None

c) How many Assessments were conducted for the PHA's covered developments?

Two

d) Identify developments that may be appropriate for conversion based on the Required Initial Assessments:

None

Development Name	Number of Units
N/A	N/A

a) If the PHA has not completed the Required Initial Assessments, describe the status of these assessments.

The Harrison Housing Authority has made an initial assessment of its developments.

Harrison Housing Authority

nj016k01.

Attachment K:

Statement on the Deconcentration of Poverty

Component 3, (6) Deconcentration and Income Mixing

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

Harrison Housing Authority

nj016101.
Attachment L.

**Comments by the Resident Advisory Board
2004 Annual Plan**

Date & Time: 12/16/2003 1:45 P.M.

RAB Members Present: Dominick Tramontana.

Alicen Lucas and Donna Anders were not able to attend the meeting, but had telephoned that they had no amendment to offer on the Plan. Dana Machado was ill, but would telephone in her comments prior to adoption of the Plan. Henrika Sak was not present and did not contact the Office with any input.

Others Present: Bernice Markowski and Geraldine Doffont

Minutes:

The Member present was satisfied with the Plan as written.

There being no further business, the meeting was adjourned.

Public meeting for 2004 Annual Plan

Date & Time: 12/16/2003 2:00 P.M.

**Present: Dominick Tramontana, member of the resident advisory board.
Residents Bernice Markowski and Geraldine Doffont.**

Minutes:

Mr. Tramontana had no amendments for the Plan.

Both residents present questioned the plan for installation of new windows at the Harrison Gardens. The Director reported that the window job had been pushed back to 2007. The window replacement had been given a lesser priority over other work items being completed presently.

Residents noted that many windows are becoming hard to operate and are quite prone to air leaks. The Director answered that the job could be moved up in the five-year plan if really deemed necessary.

There being no further business, the Public Meeting was adjourned

Harrison Housing Authority

Harrison Housing Authority

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

HARRISON HOUSING AUTHORITY

Harrison, New Jersey

**PHA Plan
Agency Identification**

PHA Name: Harrison Housing Authority

PHA Number: NJ016

PHA Fiscal Year Beginning: 04/2000

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 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

***The Mission
of the
Harrison Housing Authority***

is to assist low-income families, the elderly and the disabled with decent, safe, sanitary, and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

Our Priorities:

First,

to provide, preserve and improve our housing stock through a strong maintenance and modernization program.

Second,

to assist our residents and clients by providing access to opportunities for counseling, for further education, for vocational training, and for increased chances to reach self-sufficiency and home ownership.

B. Goals

Harrison Housing Authority

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.

The Harrison Housing Authority has developed the Mission Statement and its Strategic Goals and Objectives. It affirms that its mission, those goals and those objectives are consistent with the HUD Mission stated above and with the HUD Strategic Goals that follow.

Where the Harrison Housing Authority believes its Goals exactly coincide with mandated or legally required goals it has checked the appropriate HUD Strategic Goal box below.

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:
 - Reduce public housing vacancies:
 - 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: (PHMAP/PHAS score: 99) under the new PHAS, achieve and maintain a “high performer “ rating
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction: under the PHAS, achieve a satisfactory score of at least 8 out of 10 on the Resident Survey.
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - 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:
 - Conduct outreach efforts to potential voucher landlords
 - Increase voucher payment standards
 - Implement voucher homeownership program:

Harrison Housing Authority

- 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: utilize skipping on our waiting list to achieve a better average family income at our two developments.
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: adjust admissions policies to allow for skipping on our waiting lists.
 - Implement public housing security improvements: see Attachment 03, our PHDEP Action Plan
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)

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:
 - 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:

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- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: increase advertising and notice to social services in our community about resources available at our Authority.
- Other: (list below)

Other PHA Goals and Objectives: (list below)

**HARRISON HOUSING AUTHORITY
FIVE-YEAR STRATEGIC GOALS AND OBJECTIVES**

I. Manage the Harrison Housing Authority's Existing Public Housing Program in an Efficient and Effective Manner

STRATEGIC GOAL:

Manage the Harrison Housing Authority's existing public housing program in an efficient and effective manner thereby qualifying as at least a standard performer on the Public Housing Assessment System (PHAS).

PERFORMANCE OBJECTIVES

1. Waiting List Management

By December 31, 2001, the Harrison Housing Authority shall have a waiting list of sufficient size so we can fill our public housing units within 30 days of them becoming vacant.

2. Motivating Work Environment

The Harrison Housing Authority shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

PERFORMANCE MEASURES

- A.** Establish an adequate waiting list size to ensure meeting the goal set out in #1 above. In establishing this waiting list, the Harrison HA will give particular attention to initiatives that encourage deconcentration of poverty at both of our developments and that also encourage working families to continue their self improvement efforts. The measure will be continuing evidence that the Harrison HA has steadily decreased the income discrepancy at its two developments until the variation limits allowed under 24 CFR Part 903 are met.
- B.** The standard of management at the Harrison HA shall be directly assessed by the indicators in the Public Housing Assessment System (PHAS). The Harrison HA is a "standard performer".

II. Improve Existing Site Conditions

STRATEGIC GOAL:

Improve the physical conditions of existing public housing developments to reflect attractive, neighborhoods which mirror quality, market-rate housing in Harrison.

PERFORMANCE OBJECTIVES

1. Resident and Site Safety

Ensure that the existing mechanical, structural and fire safety systems at each development are kept in good working order and in compliance with all applicable building codes and standards.

2. Apartment Conditions

Ensure that all apartment interiors are in good, clean and safe condition. Establish, a new apartment inspection-work order completion system which targets completion of 100% of needed repairs in each apartment at the same time during a regular, annual schedule; or more generally, a maintenance system which is preventive and comprehensive vs. reactive, and driven by tenant complaints.

3. Site Appearance

Improve the overall, external appearance of each development to reflect attractive, good quality, market-rate housing in Harrison

PERFORMANCE MEASURES

A. Achieve “High Performer” scores in Public Housing Management Assessment Program (PHMAP) and the new Public Housing Assessment System (PHAS), and/or equivalent national performance assessment or accreditation system.

B. Achieve an acceptance rate of 90% for new applicants offered an apartment.

C. The extent to which the HHA creates and maintains a declining trend in the number of accidents that occur at its developments, as reflected in reported insurance claims.

III. Promote And Enforce Resident Responsibility

STRATEGIC GOAL:

Promote clear resident expectations of Harrison HA services capacity and of resident responsibilities to consistently work with the Harrison HA to preserve and improve scarce affordable housing resources.

PERFORMANCE OBJECTIVES

1. Effective Resident Organization Partnerships

Develop resident organizations at our sites. Support and promote effective partnerships with site resident organizations to ensure proactive support for building, managing and maintaining sound, safe, affordable and "working" communities. Do so in context of the

2. Fair Lease Enforcement

Consistently enforce residential lease requirements which promote resident responsibility for the actions of family members and guests to ensure that all families assisted through Harrison HA programs do not interfere with the right of other residents to live in a safe and peaceful environment. Clearly communicate, gain broad understanding of and vigorously enforce federal and State "One Strike and You're Out" principles, policies and lease provisions. The Harrison Housing Authority will also ensure that it meets its own obligations to its residents under their lease

3. Program Integrity

Consistently enforce all lease provisions, especially regarding rent setting, rent payment, and limiting occupancy to only authorized household renters. Through consistent enforcement, reduce the opportunities for and incidence of income reporting fraud and illegal occupancy.

PERFORMANCE MEASURES

- A. The extent to which Harrison HA developments have properly constituted resident representatives and organizations which meet regularly, and consistently work with the Harrison HA regarding its programs. This especially applies to the Resident Advisory Board.
- B. The extent to which the majority of residents are in compliance with the terms and conditions of Lease provisions, especially relating to drug-related criminal and/or violent behavior which disrupts the peaceful enjoyment of the premises by other residents. This will be measured under several components of the PHAS.
- C. For "One Strike and You're Out" and "abuse of the premises" tenancy cases, the extent to which there is a tracking and disposition system that is effective, fair and consistent.

IV. Promote And Support Self-Sufficiency

STRATEGIC GOAL:

Increase the proportion of working families throughout the Harrison HA public and assisted housing communities. Do so by promoting and supporting residents' efforts to gain, sustain and improve employment, targeting residents at the Family Developments.

PERFORMANCE OBJECTIVES

1. "Welfare to Work"

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Increase the number of existing families who gain, sustain and improve their employment status and decrease the number of families, who are assisted under Temporary Aid to Needy Families (TANF).

2. Harrison HA and private sector job placements

Through the Harrison Housing Authority's Drug Elimination Program, assist where possible HHA residents to receive needed training to improve their opportunities for employment.

3. Increase proportion of employed families

Through private sector and housing authority job placements, the Housing Authority will increase the proportion of employed families, which will in turn, produce higher rental revenues and less dependence upon federal operating subsidy, as well as promote de-concentration of very low-income families.

PERFORMANCE MEASURES

- A.** Increase the proportion of working adults from its current FY2000 level by 5% by 12/2001, and decrease the proportion of TANF and other unemployed adults from its current level by 5% by that same date.
- B.** Target 10 residents each year to be placed in private-sector positions through Harrison HA linkages of which 75% will sustain employment for at least six months after hiring.
- C.** The extent to which the proportion of employed families throughout the Harrison HA increases and results in increased average rents. Measure in overall rent averages and new resident average rents.

V. Achieve Greater Financial Stability

STRATEGIC GOAL:

Improve Harrison HA Financial Stability and Prospects. Do so by reducing operating expense increases, non-federal revenue, and thereby reducing dependence upon (declining) federal assistance Do so while maintaining current service levels and pursuing Strategic Goals.

PERFORMANCE OBJECTIVES

1. Operating Expenses

Reduce the overall rate of increase of non-utility, operating expenses for existing programs to half the rate of inflation (1).

2. Capital Improvements

Increase the proportion of capital improvement funds that are allocated for new capital improvements by the amount increase allowed the Harrison HA as its "High Performer bonus" amount under the Public Housing Assessment System (PHAS).

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3. Utility Costs

Ensure that per unit average consumption of oil, gas, electricity and water is consistent with Harrison HA conservation efforts. Reduce (degree-day adjusted) consumption for fuel oil/gas used for heating by 1% per year. Consistently enforce utility charges for air conditioners and other tenant-provided appliances and equipment in order to minimize the increased electricity costs.

(1) The "rate of inflation" will be HUD's Public Housing Performance Funding system (PFS) inflation factor (or equivalent) for respective years.

PERFORMANCE MEASURES

The extent to which the targeted reductions of the rate of increase of non-utility operating expenses and utility consumption, and the increase in capital improvements dollars are met.

VI. Maintain the availability of affordable, suitable housing for low to moderate-income families in Harrison

STRATEGIC GOAL:

Assist the Harrison community with increasing the availability of affordable, suitable housing for families in the low to moderate-income range.

Improve efficiency in housing lease-up process

To assure that scarce housing resources are made available for re-rental promptly, decrease unit turnaround time by 5% per year until a goal of an average thirty-day turnaround time is achieved.

PERFORMANCE MEASURES

The extent to which the Harrison HA can document a continuing reduction in unit turnaround time and rapidity of lease-up rates under PHAS and other internal tracking systems.

INTERNAL MANAGEMENT GOALS

The above Harrison HA Primary Goals must be supported by internal organizational action. This presentation of the Harrison HA's Internal Goals is oriented toward "Key Implementation Areas" instead of the Performance Objectives

VII. Enhance Management of Information Systems

STRATEGIC GOAL:

Upgrade and expand the Harrison HA's Management Information Systems so as to more effectively and efficiently gather, access, share, analyze, and use available data in order to better achieve Harrison HA Strategic Goals.

KEY IMPLEMENTATION AREAS

- 1. Expanded and Upgraded Systems:** Upgrade existing Management Information Systems which have the capacity to regularly generate management and fiscal information and reports necessary to administer and assess all routine PHA operations.
- 2. Reporting Capacity:** Specifically ensure that the new MIS has the capacity to produce accurate information for the required the PHAS, for efficient administration of our waiting lists, for gathering required demographic data (especially relating to income, source of income and rents, including minimum rents), for MTCS, and for the new GAAP accounting requirements
- 3. Technical Support:** Provide extensive technical assistance to the After School Program, adult computer training, job readiness and employment linkage initiatives.

VIII. Provide Staff Training And Development

STRATEGIC GOAL:

Where budgets allow, improve the current skill level, abilities and job performance of Harrison HA employees by increasing and improving staff training opportunities.

KEY IMPLEMENTATION AREAS

- 1. Statutory Subjects:** Ensure that all Harrison HA staff receives appropriate training on specific employment issues and/or policies required by governing statutes. Topics will include but are not limited to: Anti-Discrimination Issues, including Sexual Harassment, Workplace Health and Safety, Public Employment Code of Ethics/Conduct, and Drug/Alcohol Free Workplace.
- 2. High Priority Training:** Ensure that all employees are given training opportunities as appropriate for work responsibilities. Give high priority to planning, developing and conducting training for our occupancy staff, (first point of resident participant and applicant contract), and our Maintenance Supervisor. Ensure evaluation of training effectiveness.

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